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69TH CONFERENCE ON EXCEPTIONAL CHILDREN
CHALLENGING EXPECTATIONS & EXCEEDING GOALS
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CHALLENGING EXPECTATIONS & EXCEEDING GOALS
69TH CONFERENCE ON EXCEPTIONAL CHILDREN
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GuideBook

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

- Download the App and log in
- All Participants must electronically check in to the Institute
- Have QR Code scanned by a Designated Facilitator
- QR Code found at the bottom of the App Menu by your name
- Stop by the App Support Desk for help
- Certificates E-mailed by December 1, 2019
- No Certificates provided after January 1, 2019
- https://guidebook.com/g/2019ncec

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CHALLENGING EXPECTATIONS & EXCEEDING GOALS

ECATS Institute Agenda

ECATS Institute Agenda: Wednesday November 20,2019	
9:00am-9:15am	Introductions and Attendance • Introduction • Resources and links • Attendance • Logistics for Gathering Questions
9:15am-10:30am	Child Count Training • In-depth training on child count to prepare and go through the process to correct errors/data and finalize and certify at the LEA level the active child count.
10:30am-10:45am	Break
10:45am-11:45am	Child Count Training continued
11:45am-12:45pm	Lunch
1:00pm-2:45pm	Q & A
2:45pm-3pm	Break
3:00pm-4:00pm	Child Count Helpful Tips and Preparing for Upcoming Data Collections

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CHALLENGING EXPECTATIONS & EXCEEDING GOALS

ECATS Resources Online

ECATS Special Education Manual

https://ec.ncpublicschools.gov/ecats/special-education/ecats_manual.pdf

ECATS Special Education System Overview Videos

https://ec.ncpublicschools.gov/ecats/special-education/ecats-video-system-overview.pdf

ECATS Special Education Training Topics

https://ec.ncpublicschools.gov/ecats/special-education/training-videos

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CHALLENGING EXPECTATIONS & EXCEEDING GOALS

ECATS Resources (cont.)

ECATS Service Documentation Manual

https://ec.ncpublicschools.gov/ecats/service-documentation/2019manual.pdf

ECATS Service Documentation System Overview Videos

https://ec.ncpublicschools.gov/ecats/service-documentation/ecats-overview.pdf

ECATS Service Documentation Training Topics

https://ec.ncpublicschools.gov/ecats/service-documentation/ecats-topics.pdf

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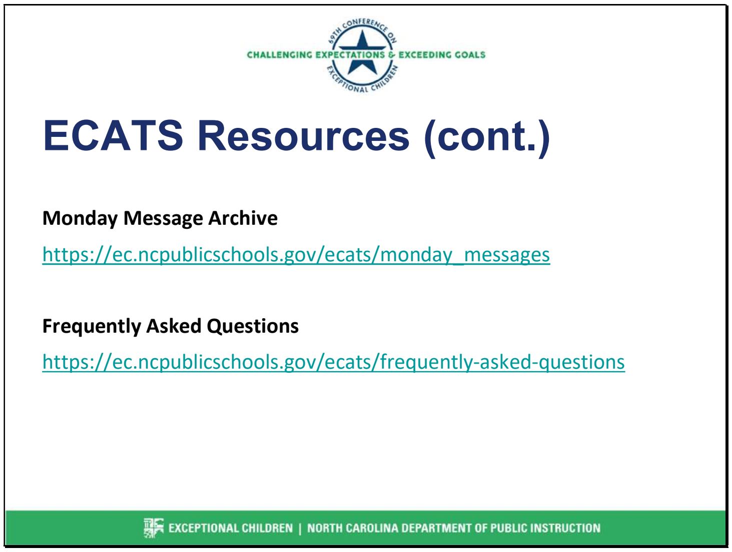

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ECATS Resources (cont.)
Monday Message Archive
https://ec.ncpublicschools.gov/ecats/monday_messages
Frequently Asked Questions
https://ec.ncpublicschools.gov/ecats/frequently-asked-questions
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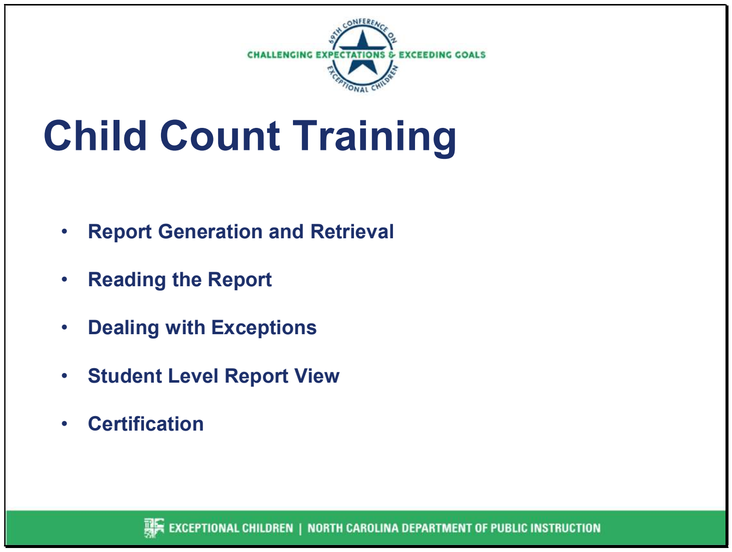

Today we’re going to work through the process for Child Count Reporting. We will review how to run the report to see who is included in your child count, how to retrieve and read that report, how to resolve any exceptions you may have.

Exceptions are records where the student **should** be included in the report, but may have missing or invalid data elements, such as missing demographic information, or a setting that is not age appropriate.

We will also review how to certify the Child Count report after these exceptions have been resolved. The functionality reviewed in this webcast will allow you to complete the Child Count report.

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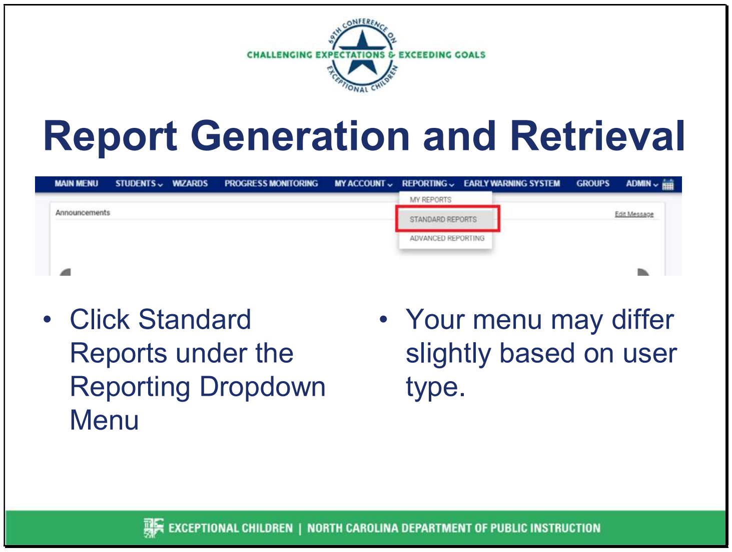
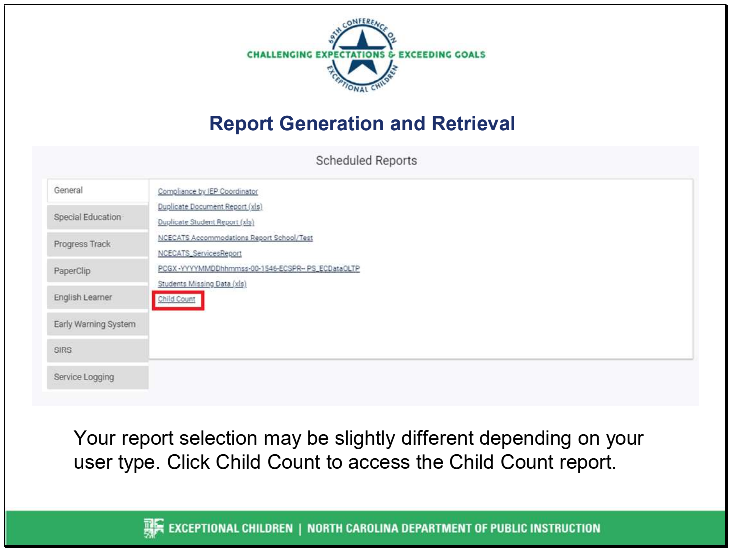


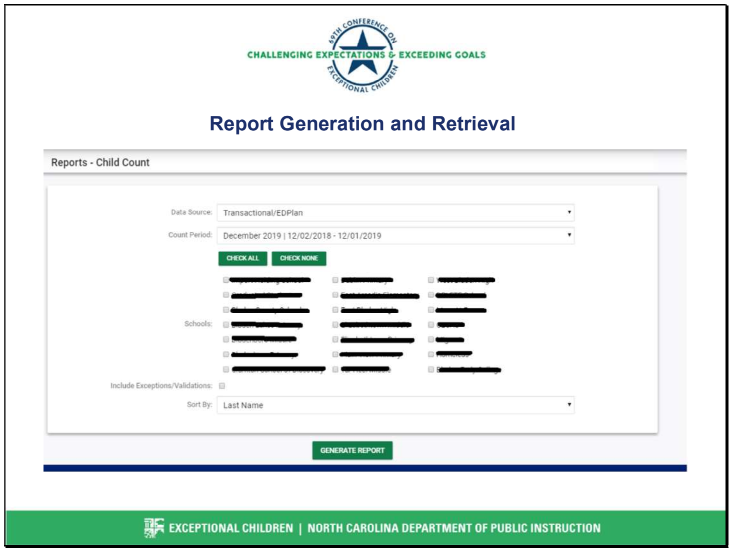
Select user types have the ability to run child count reports. Those include: LEA Admins 1-4, School and LEA Data Managers, and EC administrators. Of these usertypes, only users in the LEA Admin 4 or LEA Data Manager roles have access to certify these reports. If the Data Manager or anyone other than the EC Director certifies the Child Count, the EC Director will be expected to send in a verification form.

Slide 10



The first step in the Child Count process is to run the Child Count report. To do this, navigate to the ‘REPORTING’ dropdown on the Main Menu, and click ‘STANDARD REPORTS’ on the dropdown that appears. From here, you will be able to select from a series of categories. Under ‘Scheduled Reports’, click ‘SPECIAL EDUCATION’. On this tab, you will see a report titled ‘CHILD COUNT’. Click this link. This will take you to the report generation page.

Slide 11



The first drop down menu is ‘Data Source’. Your options here are ‘Transactional/EDPlan’ and ‘OSEP/Final Reporting Database’. The ‘Transactional’ option is what you should select to see the Child Count report for an upcoming count or as the data exists in ECATS today. The ‘OSEP’ option only shows fully certified and state finalized data sets that have been submitted to OSEP.

For the purposes of completing the child count process – you will choose ‘Transactional/EDPlan’. The next dropdown is the ‘Count Period’. You will select the appropriate count period for the coming head count. For this example, we will choose December 2019.

You are then permitted to select individual schools. This is only necessary if you want to review data at a specific school or subset of schools. Leaving this selection blank will return data for your entire district. There’s also an option to include ‘Exceptions/Validations’. Select this checkbox. This is how we’ll return any exceptions that must be cleared prior to data certification. You are also given the option to sort the information – but this can also be done via Excel itself in the report output.

Finally, click ‘Generate Report’ at the bottom of the screen. It’s important to note that the report runs overnight, so it will be available the next day. Changes made to a student record will not be reflected in the report in real time and will be available in the report the following day.

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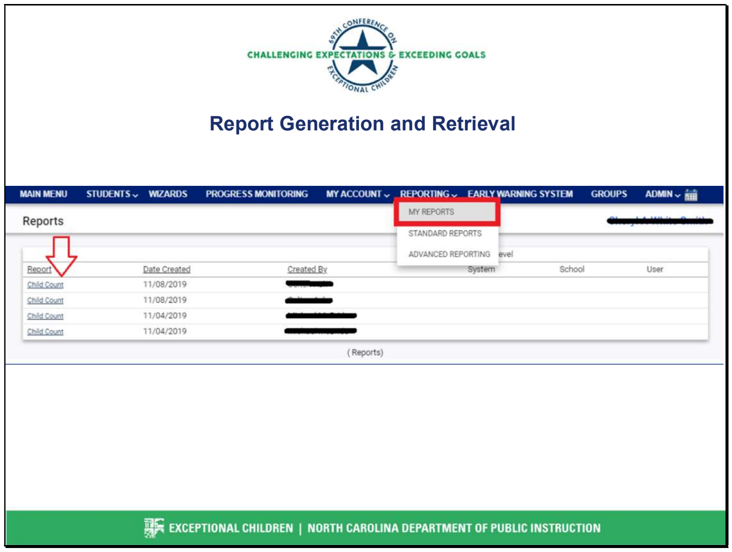

Once this report is ready, it will be available on the ‘My Reports’ page under the Reporting dropdown on the main menu. Once you see the report on your ‘My Reports’ page, save and open it.

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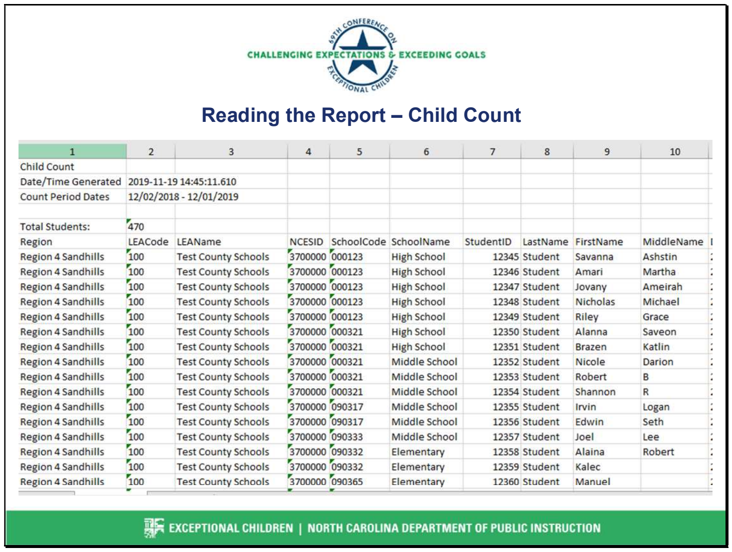


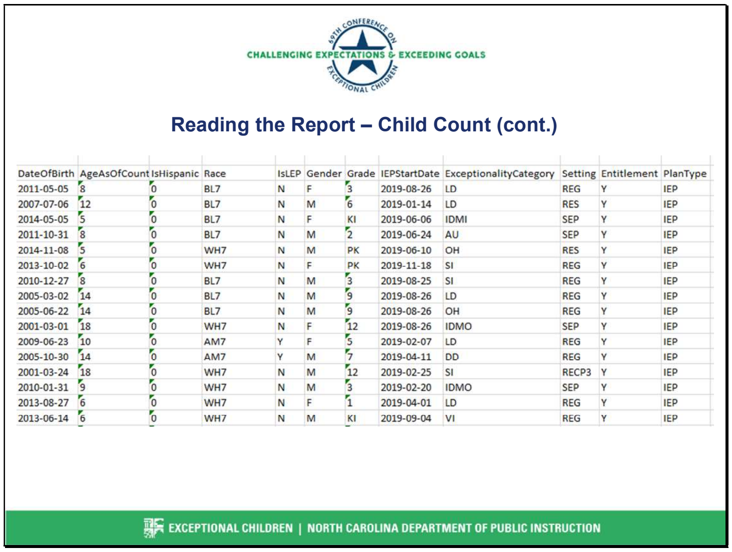
1	2	3	4	5	6	7	8	9	10
Child Count									
Date/Time Generated	2019-11-19 14:45:11.610								
Count Period Dates	12/02/2018 - 12/01/2019								
Total Students:	470								
Region	LEACode	LEAName	NCESID	SchoolCode	SchoolName	StudentID	LastName	FirstName	MiddleName
Region 4 Sandhills	100	Test County Schools	3700000	000123	High School	12345	Student	Savanna	Ashstin
Region 4 Sandhills	100	Test County Schools	3700000	000123	High School	12346	Student	Amari	Martha
Region 4 Sandhills	100	Test County Schools	3700000	000123	High School	12347	Student	Jovany	Ameirah
Region 4 Sandhills	100	Test County Schools	3700000	000123	High School	12348	Student	Nicholas	Michael
Region 4 Sandhills	100	Test County Schools	3700000	000123	High School	12349	Student	Riley	Grace
Region 4 Sandhills	100	Test County Schools	3700000	000321	High School	12350	Student	Alanna	Saveon
Region 4 Sandhills	100	Test County Schools	3700000	000321	High School	12351	Student	Brazen	Katlin
Region 4 Sandhills	100	Test County Schools	3700000	000321	Middle School	12352	Student	Nicole	Darion
Region 4 Sandhills	100	Test County Schools	3700000	000321	Middle School	12353	Student	Robert	B
Region 4 Sandhills	100	Test County Schools	3700000	000321	Middle School	12354	Student	Shannon	R
Region 4 Sandhills	100	Test County Schools	3700000	090317	Middle School	12355	Student	Irvin	Logan
Region 4 Sandhills	100	Test County Schools	3700000	090317	Middle School	12356	Student	Edwin	Seth
Region 4 Sandhills	100	Test County Schools	3700000	090333	Middle School	12357	Student	Joel	Lee
Region 4 Sandhills	100	Test County Schools	3700000	090332	Elementary	12358	Student	Alaina	Robert
Region 4 Sandhills	100	Test County Schools	3700000	090332	Elementary	12359	Student	Kalec	
Region 4 Sandhills	100	Test County Schools	3700000	090365	Elementary	12360	Student	Manuel	

The report has two tabs – "Child Count" and "Exceptions".

The 'Child Count' page shows your entire data set – this includes all records that meet the criteria for inclusion in the Child Count report. Students must be active in EC and receiving special education services to be included, or have a CSP in place.

You will see a header that shows when the report was generated and what count period is being reviewed, as well as your total number of students. The individual records should include numerous familiar fields – including student demographic information, school information, district information, and information about the students' IEP, PSSP, or CSP.

Slide 14



CHALLENGING EXPECTATIONS & EXCEEDING GOALS

Reading the Report – Child Count (cont.)

DateOfBirth	AgeAsOfCount	IsHispanic	Race	IsLEP	Gender	Grade	IEPStartDate	ExceptionalityCategory	Setting	Entitlement	PlanType
2011-05-05	8	0	BL7	N	F	3	2019-08-26	LD	REG	Y	IEP
2007-07-06	12	0	BL7	N	M	6	2019-01-14	LD	RES	Y	IEP
2014-05-05	5	0	BL7	N	F	KI	2019-06-06	IDMI	SEP	Y	IEP
2011-10-31	8	0	BL7	N	M	2	2019-06-24	AU	SEP	Y	IEP
2014-11-08	5	0	WH7	N	M	PK	2019-06-10	OH	RES	Y	IEP
2013-10-02	6	0	WH7	N	F	PK	2019-11-18	SI	REG	Y	IEP
2010-12-27	8	0	BL7	N	M	3	2019-08-25	SI	REG	Y	IEP
2005-03-02	14	0	BL7	N	M	9	2019-08-26	LD	REG	Y	IEP
2005-06-22	14	0	BL7	N	M	9	2019-08-26	OH	REG	Y	IEP
2001-03-01	18	0	WH7	N	F	12	2019-08-26	IDMO	SEP	Y	IEP
2009-06-23	10	0	AM7	Y	F	5	2019-02-07	LD	REG	Y	IEP
2005-10-30	14	0	AM7	Y	M	7	2019-04-11	DD	REG	Y	IEP
2001-03-24	18	0	WH7	N	M	12	2019-02-25	SI	RECP3	Y	IEP
2010-01-31	9	0	WH7	N	M	3	2019-02-20	IDMO	SEP	Y	IEP
2013-08-27	6	0	WH7	N	F	1	2019-04-01	LD	REG	Y	IEP
2013-06-14	6	0	WH7	N	M	KI	2019-09-04	VI	REG	Y	IEP

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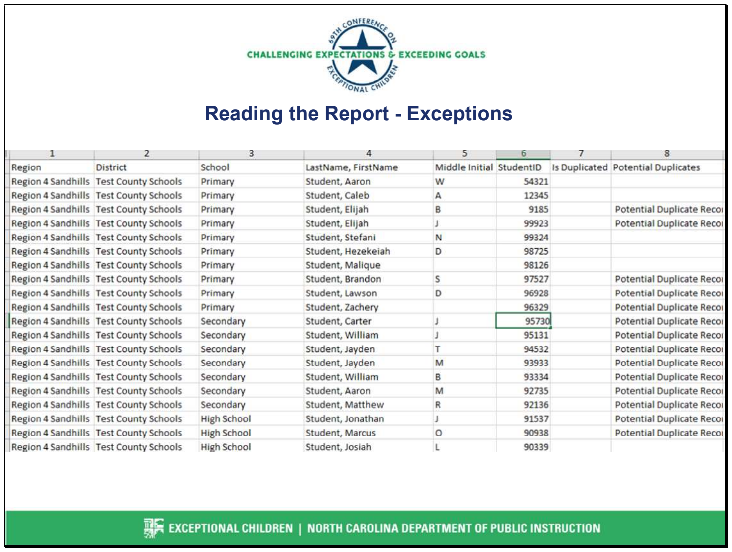
The report has two tabs – “Child Count” and “Exceptions”.

The ‘Child Count’ page shows your entire data set – this includes all records that meet the criteria for inclusion in the Child Count report. Students must be active in EC and receiving special education services to be included.

You will see a header that shows when the report was generated and what count period is being reviewed, as well as your total number of students. The individual records should include numerous familiar fields – including student demographic information, school information, district information, and information about the students’ IEP, PSSP, or CSP.

Slide 15



1	2	3	4	5	6	7	8
Region	District	School	LastName, FirstName	Middle Initial	StudentID	Is Duplicated	Potential Duplicates
Region 4 Sandhills	Test County Schools	Primary	Student, Aaron	W	54321		
Region 4 Sandhills	Test County Schools	Primary	Student, Caleb	A	12345		
Region 4 Sandhills	Test County Schools	Primary	Student, Elijah	B	9185		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Primary	Student, Elijah	J	99923		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Primary	Student, Stefani	N	99324		
Region 4 Sandhills	Test County Schools	Primary	Student, Hezekeiah	D	98725		
Region 4 Sandhills	Test County Schools	Primary	Student, Malique		98126		
Region 4 Sandhills	Test County Schools	Primary	Student, Brandon	S	97527		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Primary	Student, Lawson	D	96928		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Primary	Student, Zachery		96329		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Secondary	Student, Carter	J	95730		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Secondary	Student, William	J	95131		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Secondary	Student, Jayden	T	94532		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Secondary	Student, Jayden	M	93933		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Secondary	Student, William	B	93334		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Secondary	Student, Aaron	M	92735		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	Secondary	Student, Matthew	R	92136		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	High School	Student, Jonathan	J	91537		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	High School	Student, Marcus	O	90938		Potential Duplicate Reco
Region 4 Sandhills	Test County Schools	High School	Student, Josiah	L	90339		

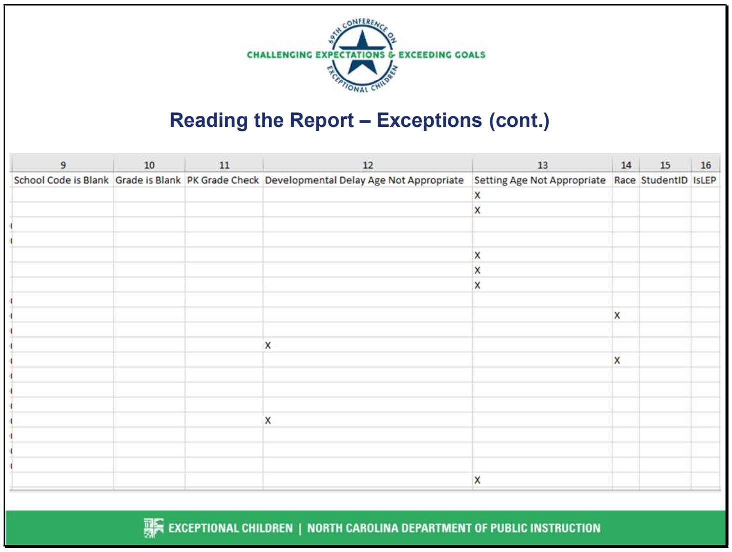
The second tab you will see is ‘Exceptions’. This will show you which of those records from the ‘Child Count’ tab contain issues that may prevent them from being included in the Child Count as is. There are two types of Exceptions: Errors and Warnings.

‘Errors’ are data issues which MUST be corrected prior to child count submission, or the student record will be excluded.

‘Warnings’ are just that, and a child count may be certified and submitted with active warnings. The two warnings present are ‘Potential Duplicate’ and ‘Setting Age Not Appropriate’. These two exceptions are present for you to review your data and ensure it is accurate prior to submission, but will not prevent certification. A possible scenario in which you may need to resolve an exception of “Potential Duplicate”, is when a student moves to a new LEA, and a new ID is generated, rather than using the previous LEA’s ID. Those records would need to be resolved in Powerschool, and one of the records would need to be removed.

‘Settings Age Not Appropriate’ will also be included as a warning, however this warning will not prevent certification. Settings will be crosswalked and verified in the background by the State.

Slide 16



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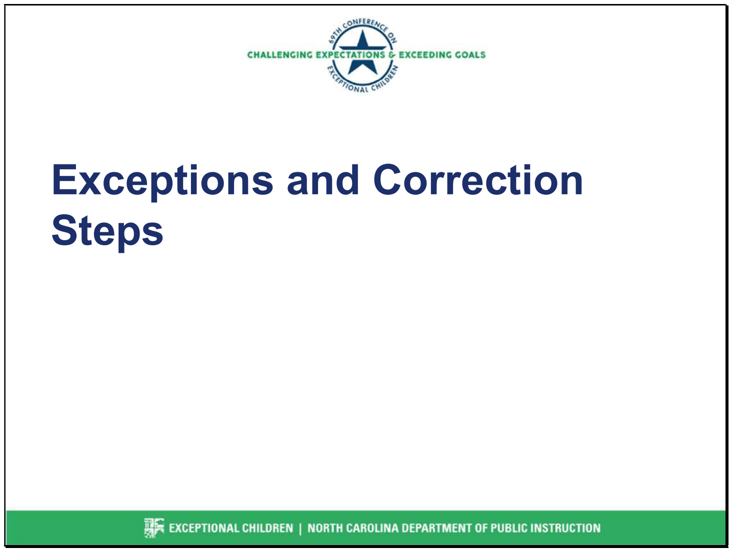
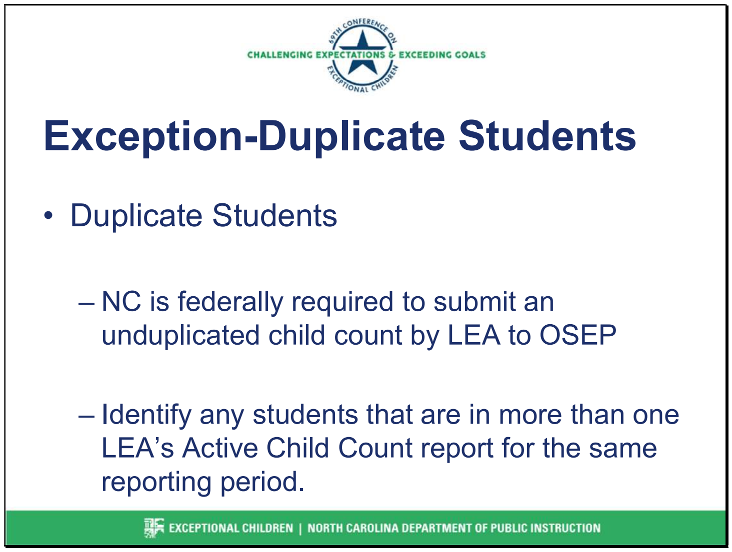
Slide 17



You have seen the reports that you can run in order to work on your Dec. 1 Child Count. I am now going to talk to you a little bit about those Exceptions.

Slide 18



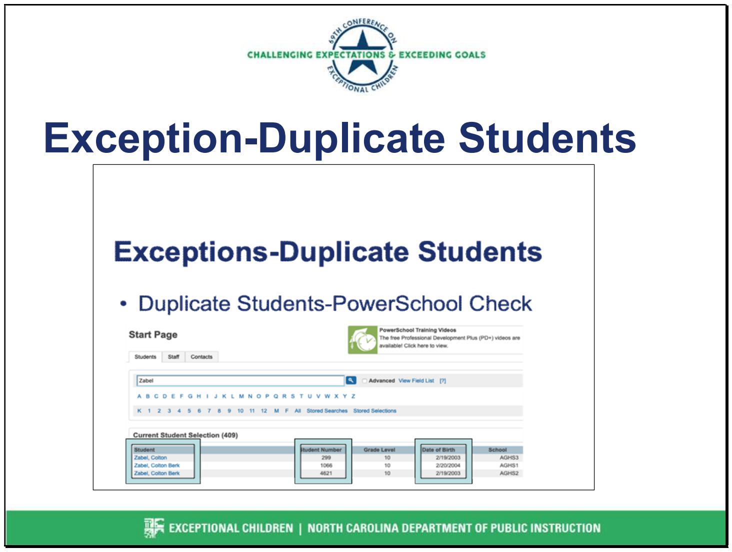
When working with duplicate students, there are a couple of ways they could show up on your report. For example, if you are working on the December Child Count and John Doe Green is listed in two or more LEAs' Active Child Count reports, they should be identified as a duplicate on the Exceptions tab. They may have the same Student ID number or they may have different ID numbers, but because of the criteria within the report, they have all been pulled.

First, check to see if this student is active in another LEA's child count. The answer is Yes if the Student ID is displayed on the Exceptions tab on the report. A list separated by comma with all the LEAs the student is active in will be displayed with the Student ID.

Next, in PowerSchool, to determine a duplicate, look for an exact match on students across the state using First Name, Last Name, Date of Birth, and Student ID. You can't stop there because there are cases of students having the same name and different Student ID numbers, but they are not the same student. Also, you may have the case of the student having the same name and the same Student ID but they are totally different students. It really takes some investigating to determine if they are truly one student or if they should actually be two different students.

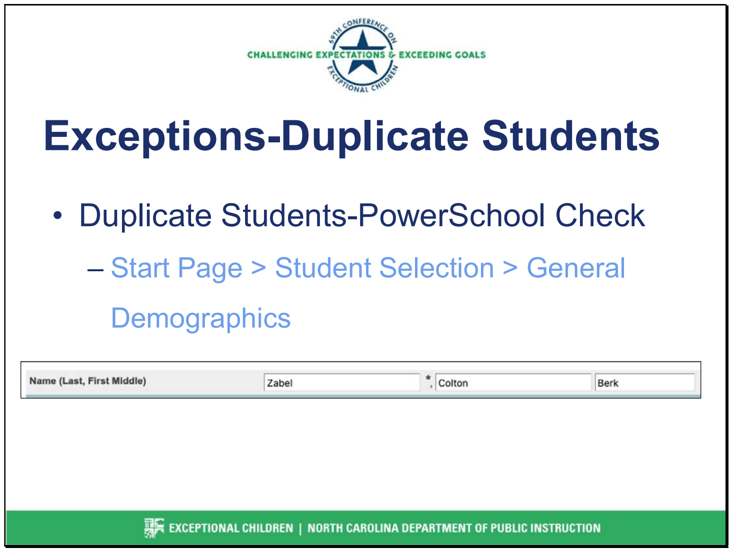
In the next set of slides, I will show you where to go in PowerSchool to research duplicates.

Slide 19



In PowerSchool, use the student name to search of the student.

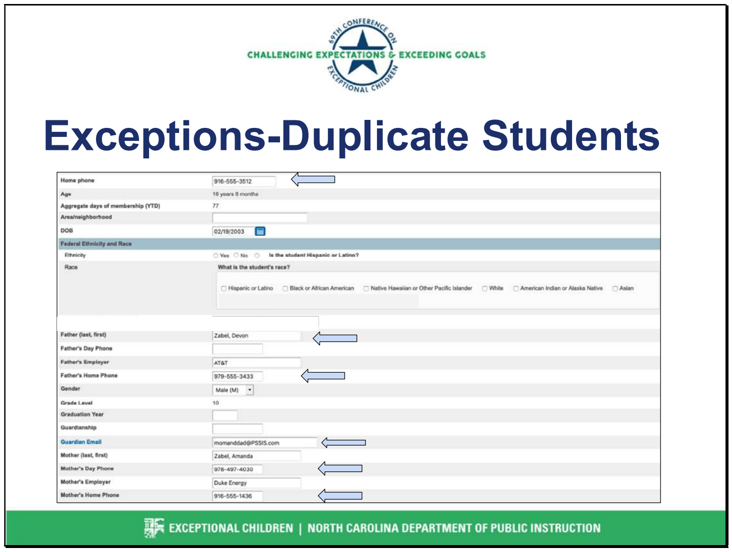
Slide 20



Along with your PowerSchool personnel and possibly the other LEA's PowerSchool personnel (if you and the other LEA EC personnel do not have access to PowerSchool) there are a couple of places to begin your look to determine if these are the same student. First by the Full name: First, Middle, and Last.

When the list of students are returned in the results, you will probably see the same name, but at times, you will find in one or the other the middle name is different. If you run across one where they have the same ID but are really different students, please submit a ZenDesk ticket so this record can be sent to PowerSchool to be corrected before the end of the Count Period.

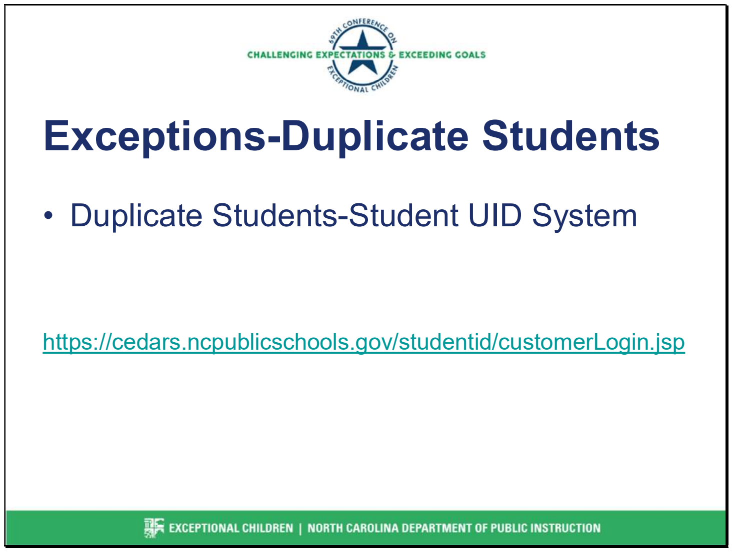
Slide 21



Second, after clicking on the student record, you can check home phone. With people having cell phones that they use as home phones now, this may be the same for both students. Check Father & Mother names, places of work and guardianship.

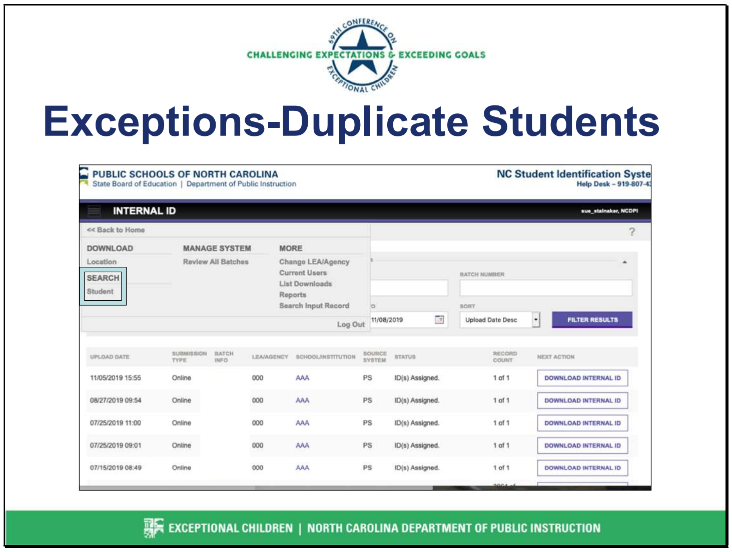
You still may not be able to determine if this is the same student or not so you must take one more step and this is to check the State Student UID system.

Slide 22



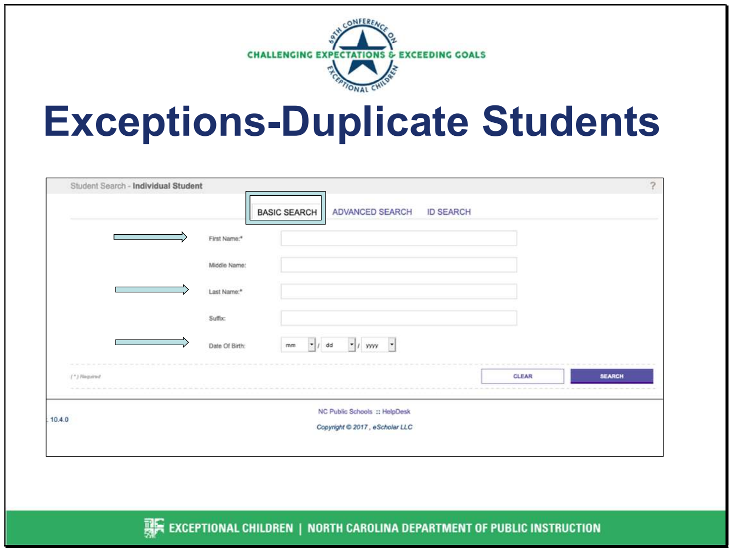
The link in this PPT will take you to the sign on page for the State Student UID System to search for students, but the key is that there are only certain people who have been given access to do this in LEAs. This is something that would go through your Security officer at your school. Usually someone associated with PowerSchool will have this access. There should be someone at each LEA now who has this access.

Slide 23



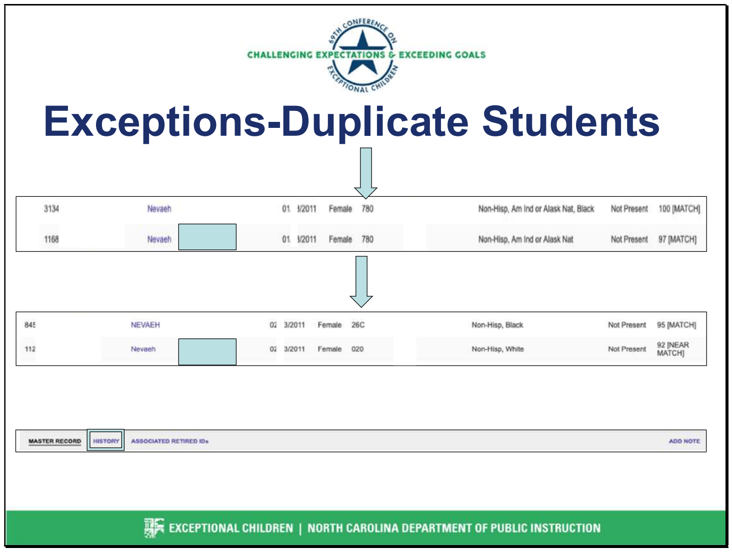
Once signed into the State Student UID system, you will want to click the three small lines in the top left by Internal ID. You cannot see them in this slide but when logged in you should see them. From there you will want to click Search Student.

Slide 24



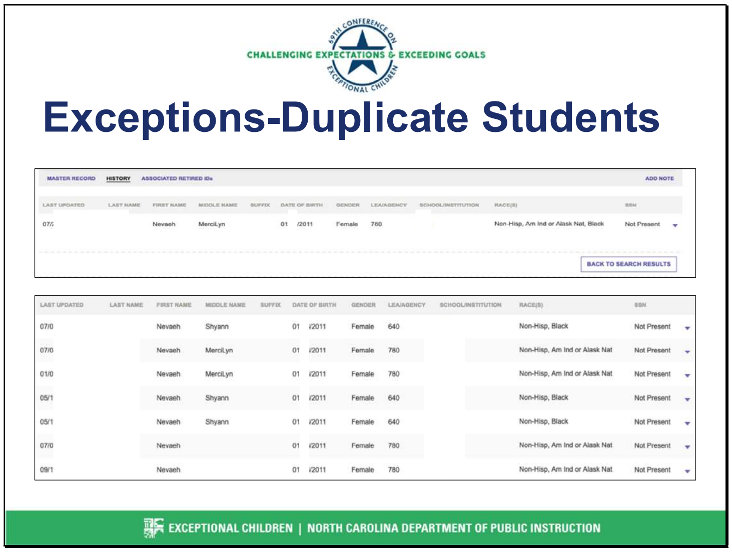
Once you have selected the student search, you should see three ways to Search: Basic Search, Advanced Search and ID Search. You or the person who has access to this system will want to do a Basic Search and make sure to use just First Name, Last Name, and Date of Birth then click SEARCH. Leave out the Middle Name because, if one LEA where this student has been enrolled entered Middle Name and the other LEA did not, the match will not appear.

Slide 25



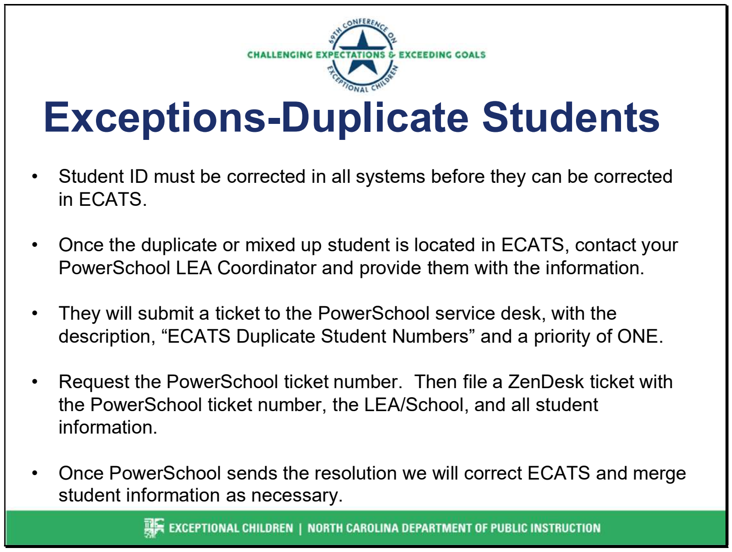
As you can see from this screen shot, we have 4 students that were returned from the Basic Search. The Last and First names are close matches along with close matches on the Dates of Birth. The first two are in the same LEA but the second two are in 2 different LEAs. If these 4 students had been in your LEA during this Child Count Period, they could all show up as duplicate students. But again you can't stop here, because remember I said that someone along the way might have put in the Middle Name and someone else not, or this could be the same student with two different ID numbers. You will want to click on each student name (blue Hyperlink) and then click on HISTORY.

Slide 26



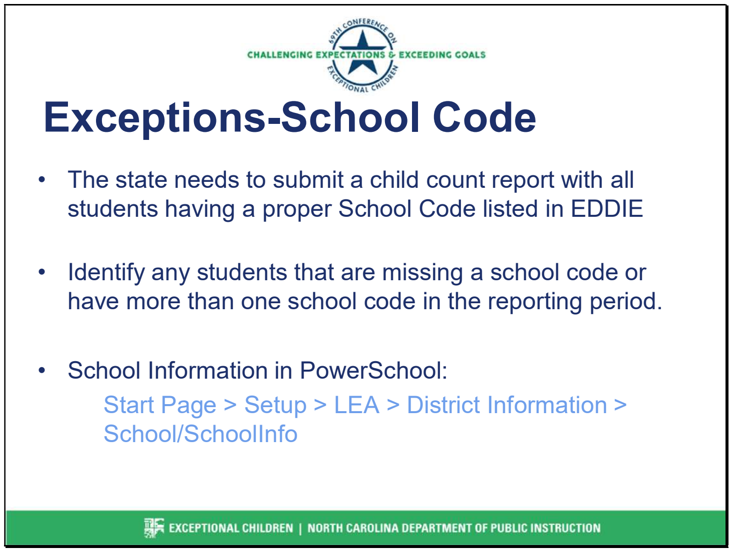
After clicking on each name, I can see now that one student has been mixed up with another student due to the Middle Name. With 4 or more records having the same First and Last Name, someone could have pulled the wrong student record which mixed the records together. When you find such things, the following are the steps to resolve the issue.

Slide 27



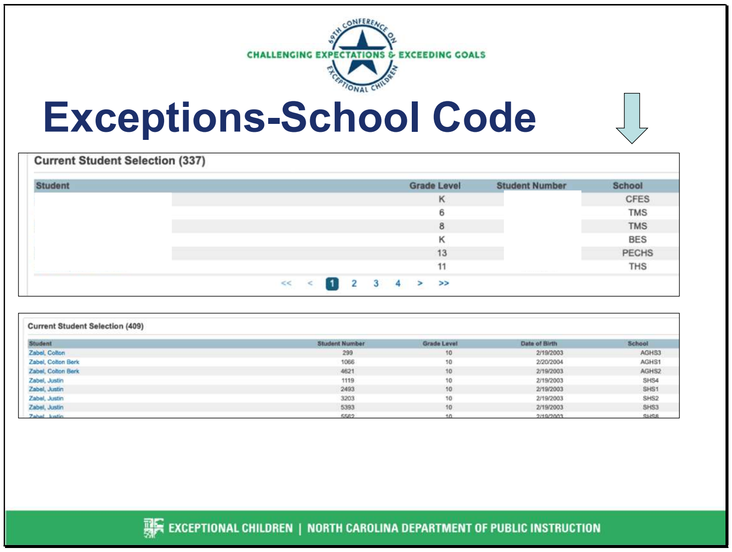
The steps on this slide should be taken to resolve the issue. After the issue is correct in PowerSchool, the records will flow to ECATS and, when you run the Child Count Report in ECATS, the Exceptions tab should no longer include the records there were corrected.

Slide 28



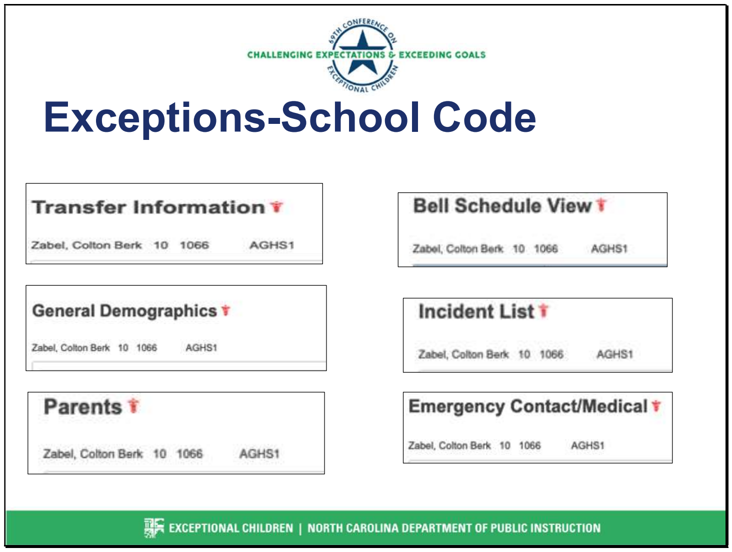
You may never see a missing School Code on the Exceptions tab, but if you do, this is the process to find and correct the issue. The research and fix will be done in PowerSchool. The path in blue text shows you how to navigate to the PowerSchool screen to see the School Code field.

Slide 29



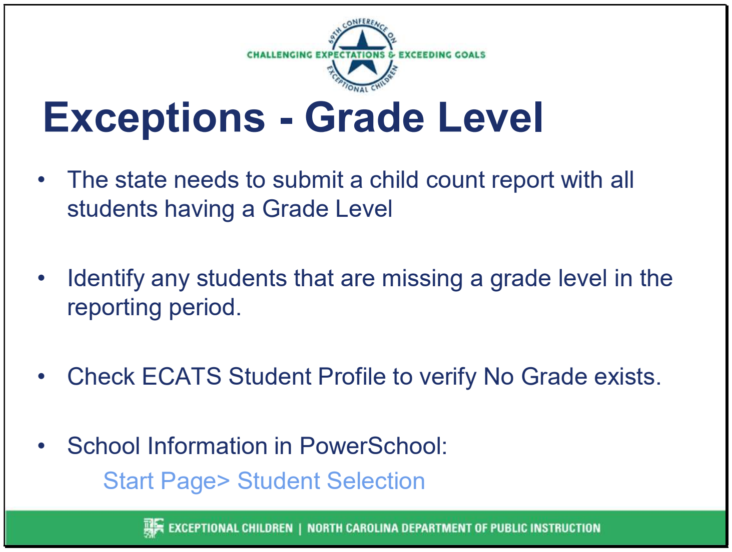
Another screen to see School Code is under your Current Student Selection screen.

Slide 30



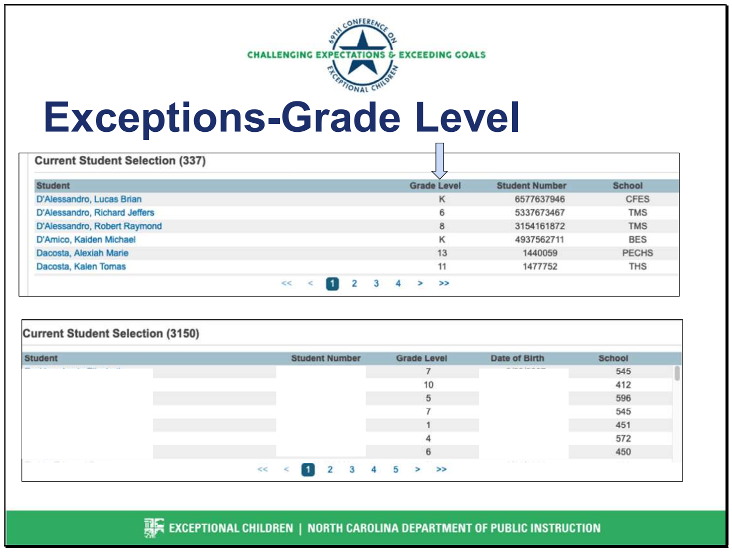
Here are some additional PowerSchool screens where you can see School Code. If you do not see this information, please contact your PowerSchool Coordinator to see if they can provide you with information. If you do see this information in PowerSchool, but you are getting an error in ECATS, please log a ticket to ZenDesk so we can investigate why it is not coming over. Please include in the ticket that it is for Child Count.

Slide 31



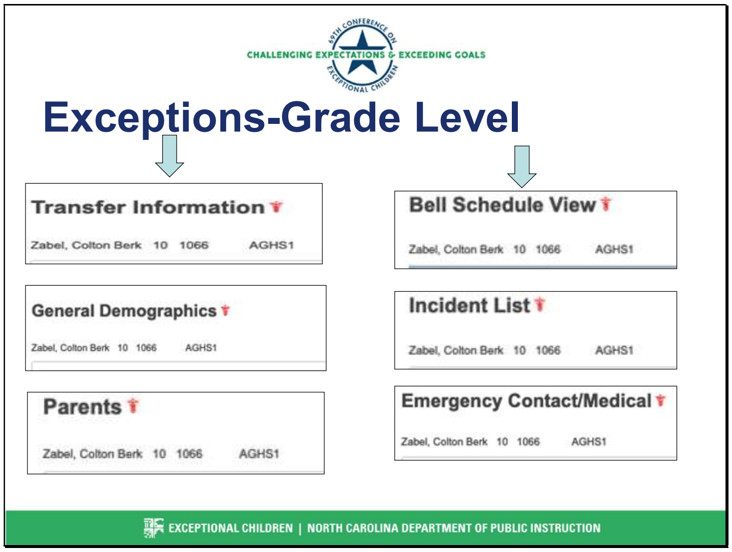
The next exception we will look at is missing Grade Level. The text in blue shows the path in PowerSchool to locate Grade Level.

Slide 32



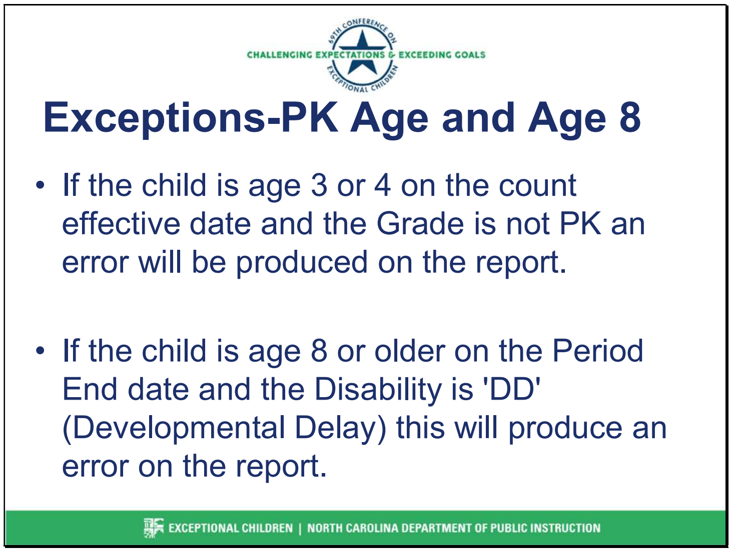
If you do not see the Grade Level on the Student Selection screen, you should be able to see it at the top of almost any student page that you click on in PowerSchool for that is for that student.

Slide 33



These are additional screens where you can view Grade Level. If you do not see this information, please contact your PowerSchool Coordinator to see if they can provide you with information. If you do see this information in PowerSchool, but you are getting an error in ECATS, please log a ticket to ZenDesk so we can investigate why it is not coming over. Please put in the ticket that it is for Child Count.

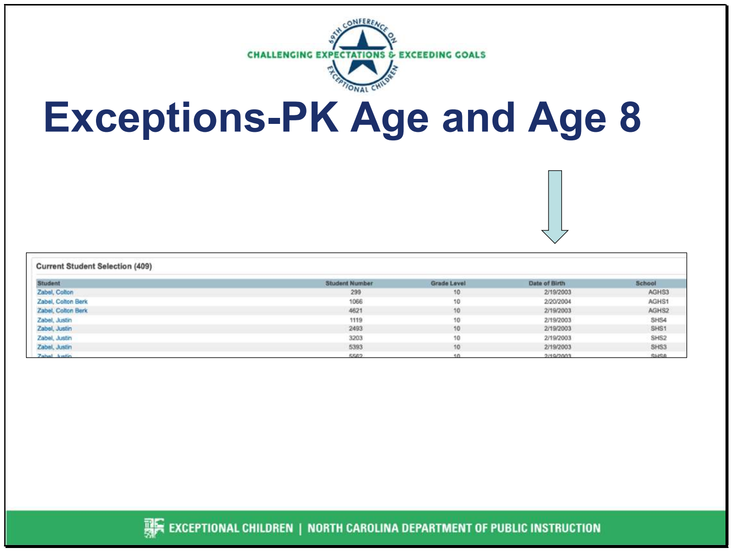
Slide 34



Let’s talk about exceptions for PK and age, and for age 8 and DD.

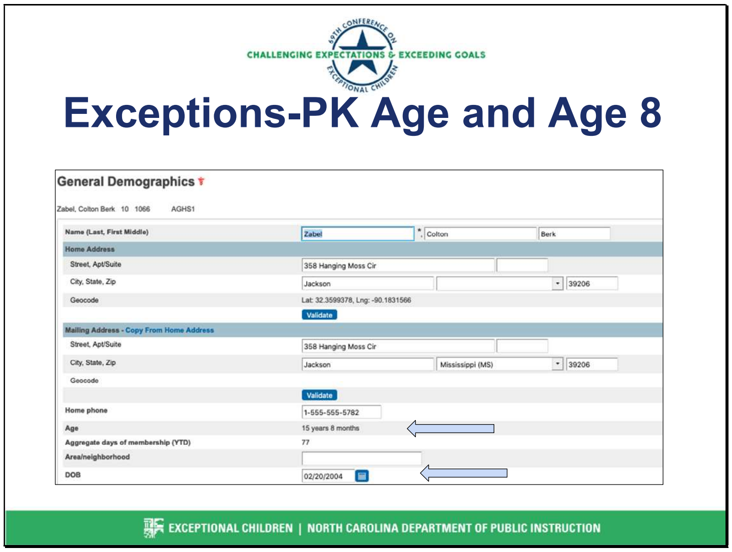
The Exceptions tab may show an error for the PK age 3 or 4, so you will want to check these students to make sure their age is correct in PowerSchool.

Slide 35



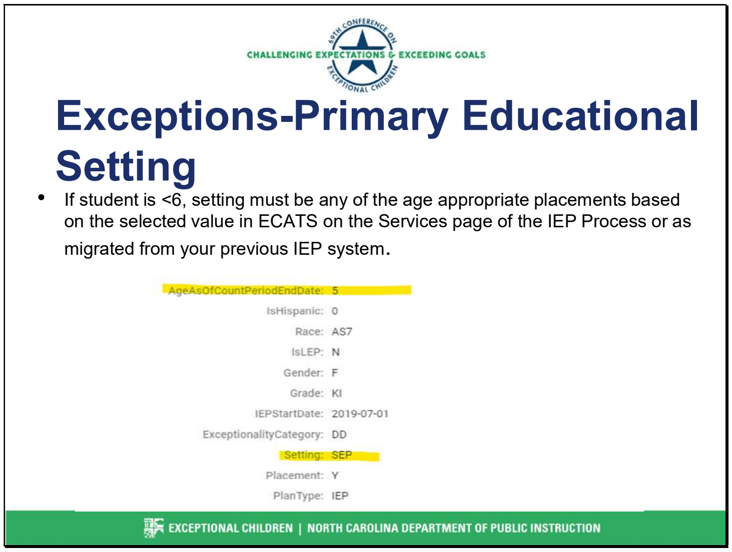
Grade Level can be found on the PowerSchool screens that we have discussed previously and, as you see on this slide, you might be able to see Date of Birth on the Student Selection screen if your LEA has the DOB picked to show up on Student Searches.

Slide 36



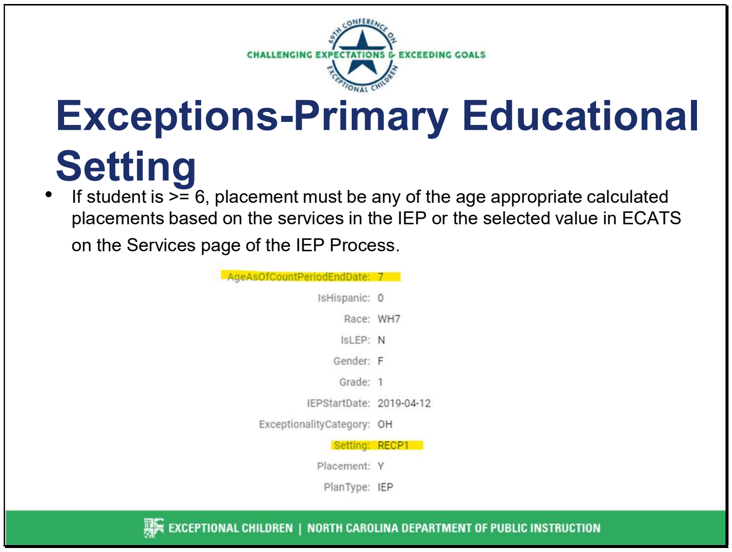
Another place to find age is on the Demographics screen. There you can find the exact age and the birth date. If the birth date is incorrect, your PowerSchool Coordinator will need to correct it. Also, if you do not see Grade Level or the birth date, contact your PowerSchool Coordinator. If the fields are correct in PowerSchool but you do not see them in ECATS, log a ticket to ZenDesk so ECATS can be checked. Again mark the PowerSchool ticket as Priority One for Child Count.

Slide 37



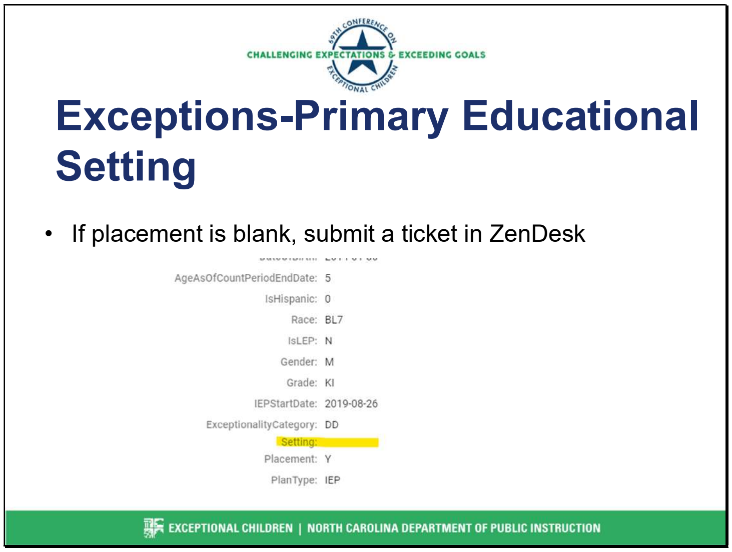
For students who are less than age six with a School Age Setting warning - please disregard. These settings will be automatically crosswalked to an Early Childhood Setting after certification for Federal Reporting Purposes. Settings can be easily viewed on the Student Level Report View Page.

Slide 38



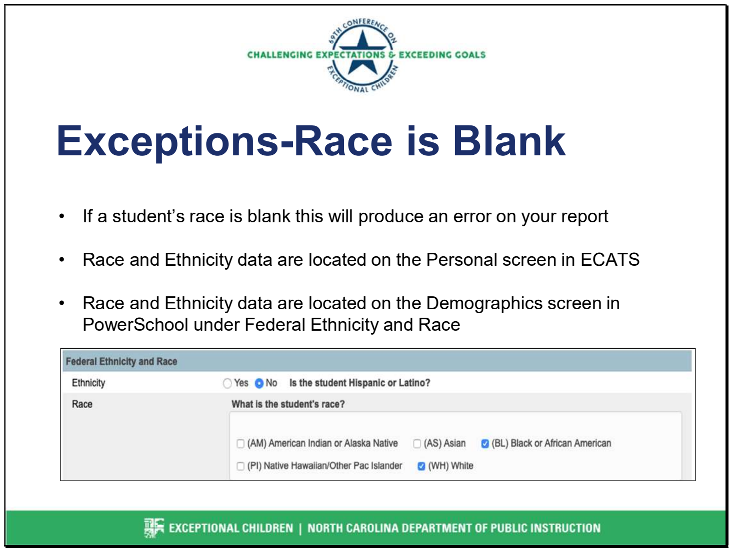
For students who are equal to or greater than age six with an Early Childhood Setting warning - please disregard. These settings will be automatically crosswalked to a School Age Setting after certification for Federal Reporting Purposes. Settings can be easily viewed on the Student Level Report View Page.

Slide 39



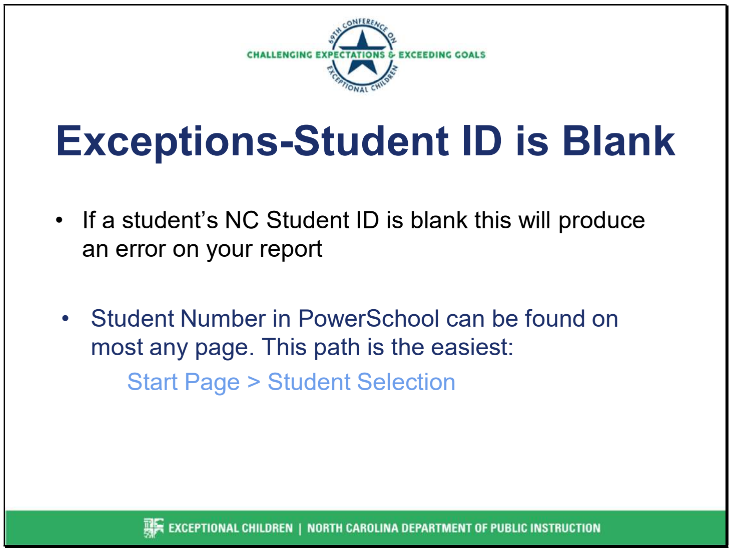
All the Primary Educational Settings are calculated within ECATS now, so if you have any of these errors, you will need to log a ZenDesk ticket. Settings can be easily viewed on the Student Level Report View Page.

Slide 40



Race and Ethinicity information can be found in PowerSchool on the Demographic screen. If this is missing in ECATS, again check PowerSchool to make sure the data is there. If it is, then log a ticket to ZenDesk. If it is not in PowerSchool, then it must be entered and the nightly file will update ECATS.

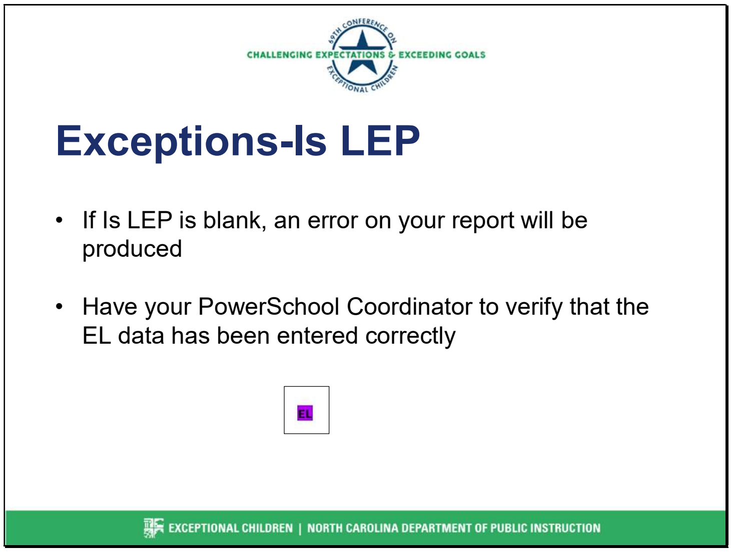
Slide 41



*This error is most likely impossible in ECATS.

This information can be found in PowerSchool on most any screen you look at for a student. Again check PowerSchool to make sure it is displaying then send a Zendesk ticket for ECATS to check to see why the data is not there.

Slide 42



This information can be found in PowerSchool on most any screen you look at for a student. Again check PowerSchool. If PowerSchool is up to date and correct, send a Zendesk ticket for ECATS so ECATS data can be checked. If PowerSchool is not up to date, have the PowerSchool Coordinator follow their process to have the EL data updated. Once done, ECATS will be updated in the nightly file.

Slide 43

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

Dealing with Exceptions

Exception	Explanation	Source System	Action
Is Duplicated	Same student ID exists on another child count	ECATS	Research and take corrective action in Powerschool OR resolve via exclusion
Potential Duplicates	Student that may be the same but has a different ID (within LEA or outside LEA)	ECATS	Resolve via exclusion, or determine not actually a duplicate and no action required
School Code is Blank	Missing school code	PowerSchool	Update in PowerSchool
Grade is Blank	Missing grade	PowerSchool	Update in PowerSchool
PK Grade Check	Listed in PK but age inappropriate	PowerSchool	Update in PowerSchool
Developmental Delay Age Not Appropriate	Diagnosis is DD and student is >= 8 years old	ECATS	Update in ECATS
Setting Age Not Appropriate	Setting value doesn't match age	ECATS	Update in ECATS
Race	Missing race code	PowerSchool	Update in PowerSchool
StudentID	Missing Student ID	PowerSchool	Update in PowerSchool
isLEP	Missing LEP yes/no	PowerSchool	Update in PowerSchool

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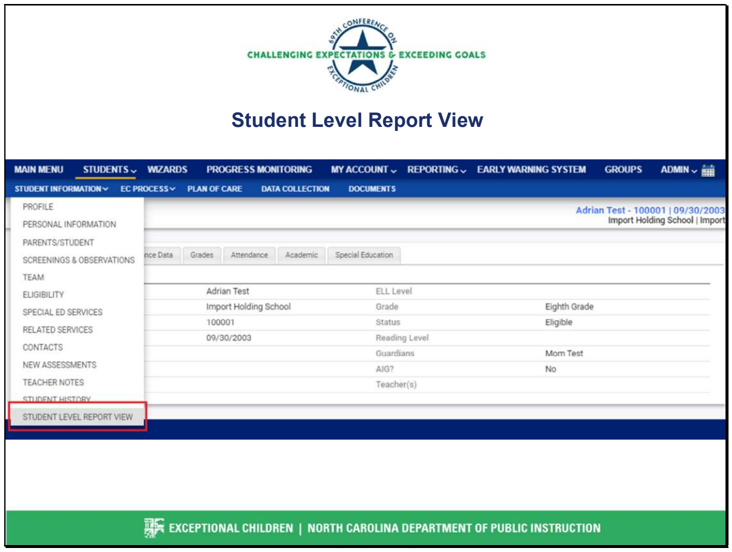
'Errors' are data issues which MUST be corrected prior to child count submission, or the student record will be excluded.

'Warnings' are just that, and a child count may be certified and submitted with active warnings. The two warnings present are 'Potential Duplicate' and 'Setting Age Not Appropriate'. These two exceptions are present for you to review your data and ensure it is accurate prior to submission, but will not prevent certification. A possible scenario in which you may need to resolve an exception of "Potential Duplicate", is when a student moves to a new LEA, and a new ID is generated, rather than using the previous LEA's ID. Those records would need to be resolved in Powerschool, and one of the records would need to be removed.

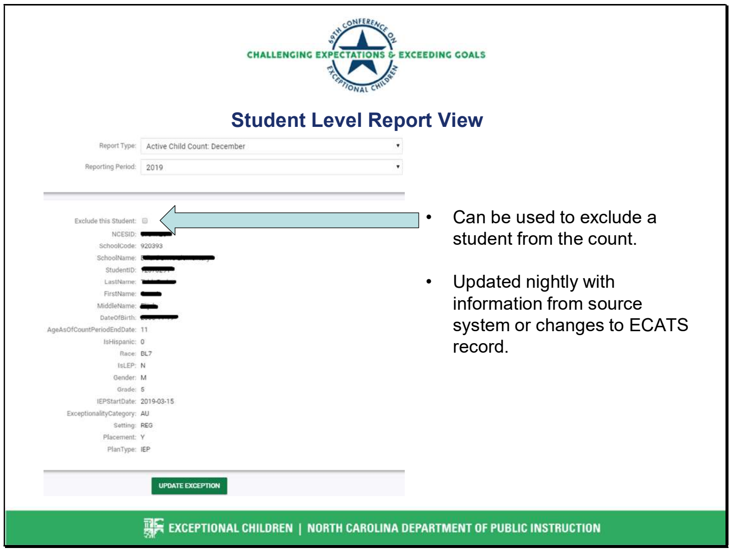
'Settings Age Not Appropriate' will also be included as a warning, however this warning will not prevent certification. Settings will be crosswalked and verified in the background by the state for the December 2019 child count.

Slide 44



A page has been created within ECATS to allow you to view a student's reporting record directly, without having to download a report. Once you locate a student's record from the student search page – Use the dropdown menu 'STUDENT INFO' and click 'Student Level Report View'. The same users who have the ability to run Child Count reports are able to access this page.

Slide 45

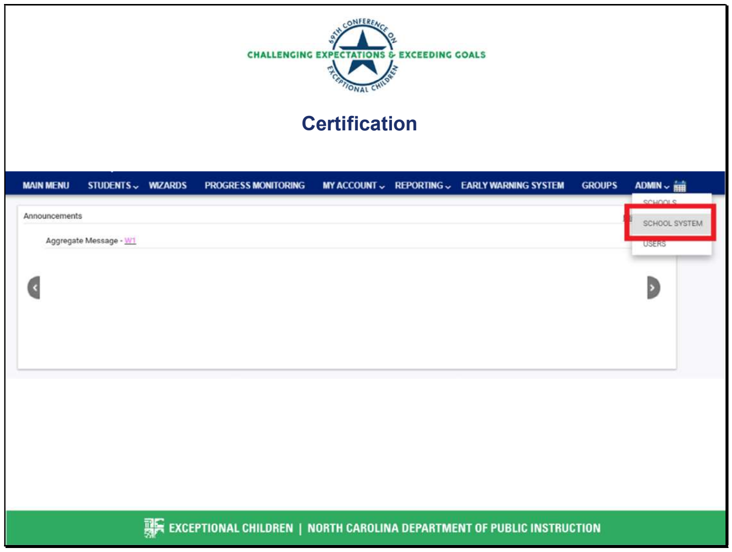


If this student has a record in any federal reporting data set, you will see that data set (Report Type and Count Period) available as drop down options. Once you select these, you can view that student's record in that count period/report. If for any reason you need to exclude this student record from the count – you would do so on this page by clicking the 'Exclude this Student' checkbox, and then clicking 'Update Exception' at the bottom of the page. If you choose to 'Exclude this Student', please be aware that there is not a report to identify all students who have been excluded. When you save any exclusion, it will take effect overnight and be reflected the following day.

You will need to keep your own list of students who are excluded for your records. Keep in mind that excluding students should not be used in lieu of correcting other data errors. The only three reasons for exclusion of a student are: 1) Student truly duplicated, 2) Student over the age of 8 with disability of Developmentally Delayed, and 3) Student is out of compliance as determined by state or LEA compliance requirements.

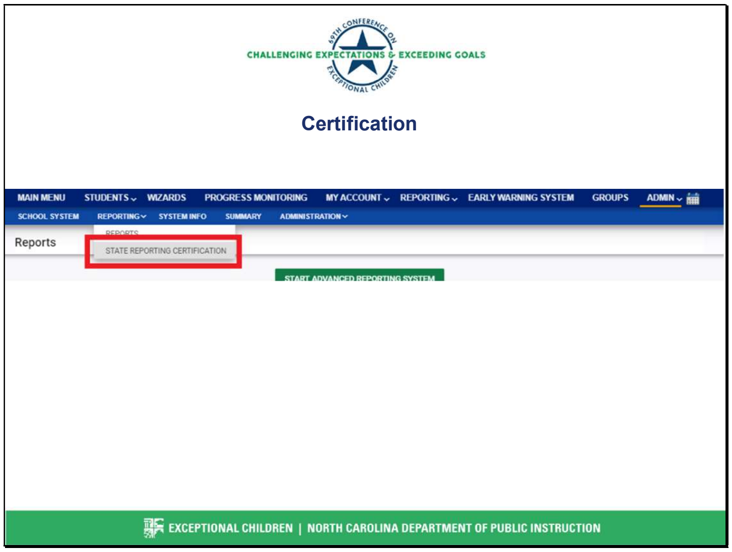
This must be completed prior to the report certification for it to take effect. This checkbox is specific to a report and reporting period, so it will not hold over into the next child count. A new checkbox will be available for subsequent reporting periods.

Slide 46



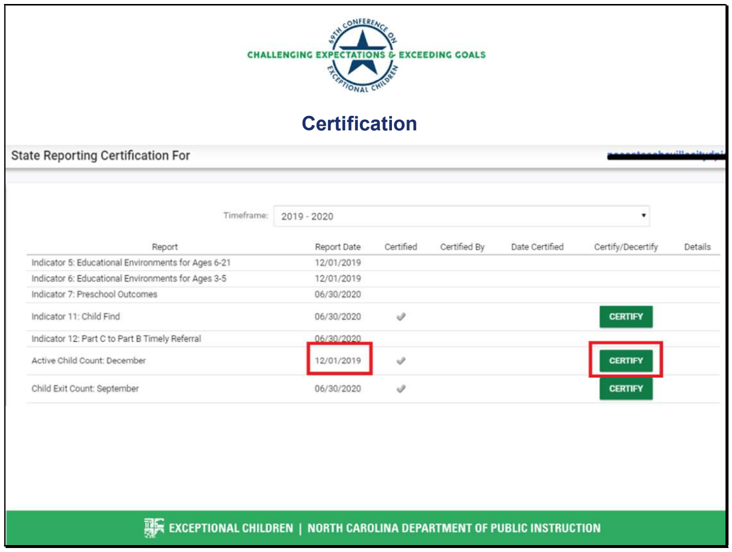
Once you have reviewed and corrected any exceptions, and are ready to certify your data set, navigate to the ‘ADMIN’ dropdown menu on the Main Menu, then click ‘SCHOOL SYSTEM’.

Slide 47



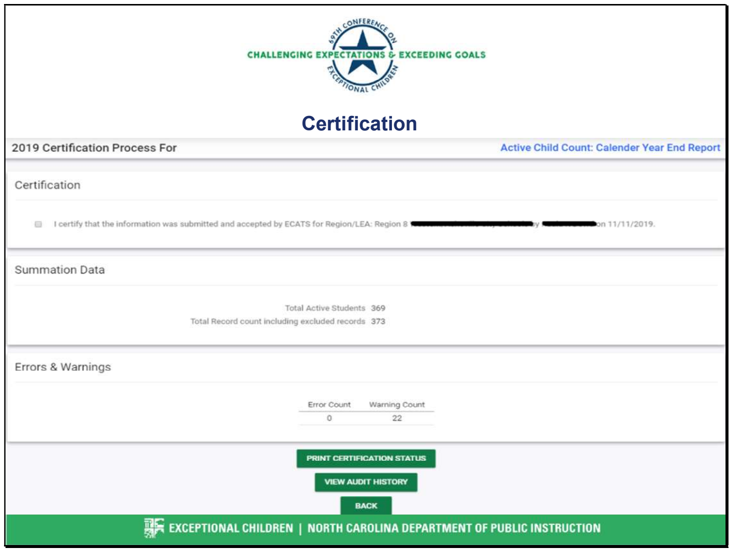
From here, you will see a sub-menu titled 'REPORTING' with a dropdown menu. Under that dropdown, click 'STATE REPORTING CERTIFICATION'. This will show you the reports available for certification.

Slide 48



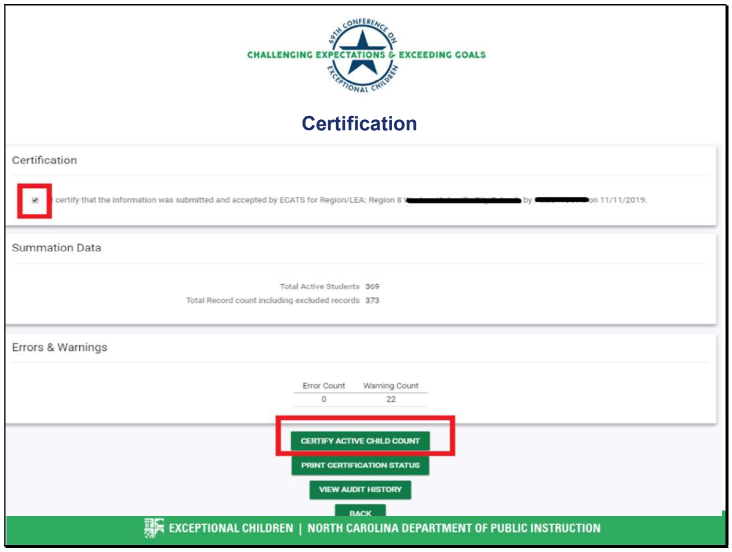
Choose the report you wish to certify. Ensure that the correct date is present, then hit the ‘CERTIFY’ button. You will have to check a checkbox which states that you certify the information was submitted and accepted. Once you check this box, you will have the option to certify the data set at the bottom of the page.

Slide 49



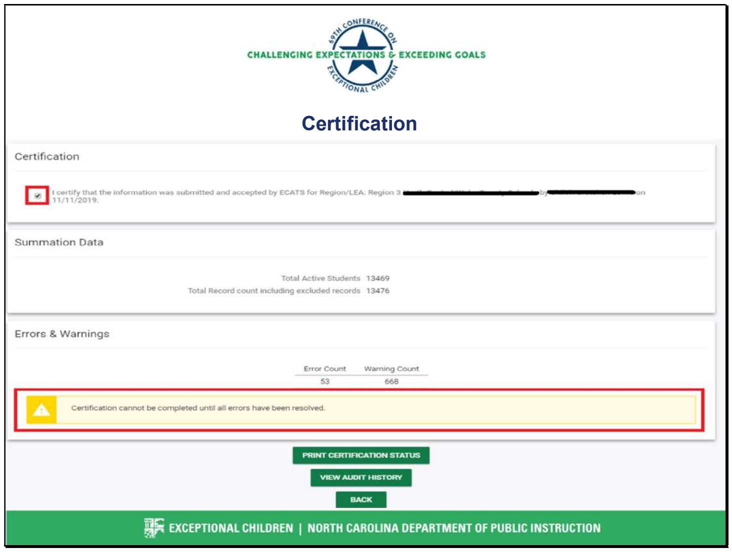
Choose the report you wish to certify. Ensure that the correct date is present, then hit the ‘CERTIFY’ button. You will have to check a checkbox which states that you certify the information was submitted and accepted. Once you check this box, you will have the option to certify the data set at the bottom of the page.

Slide 50



Choose the report you wish to certify. Ensure that the correct date is present, then hit the ‘CERTIFY’ button. You will have to check a checkbox which states that you certify the information was submitted and accepted. Once you check this box, if there are no errors, you will have the option to certify the data set at the bottom of the page. Any changes made to a student record after certification will not apply to a report in a certified status.

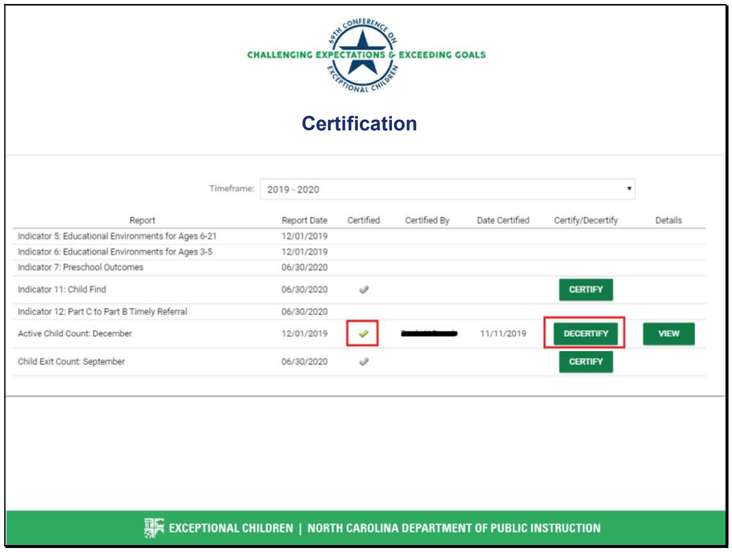
Slide 51



All errors must be resolved prior to certification. If you attempt to certify a report with errors outstanding – you will see a screen akin to the above. Even checking the certification checkbox does not let you certify the report with outstanding errors.

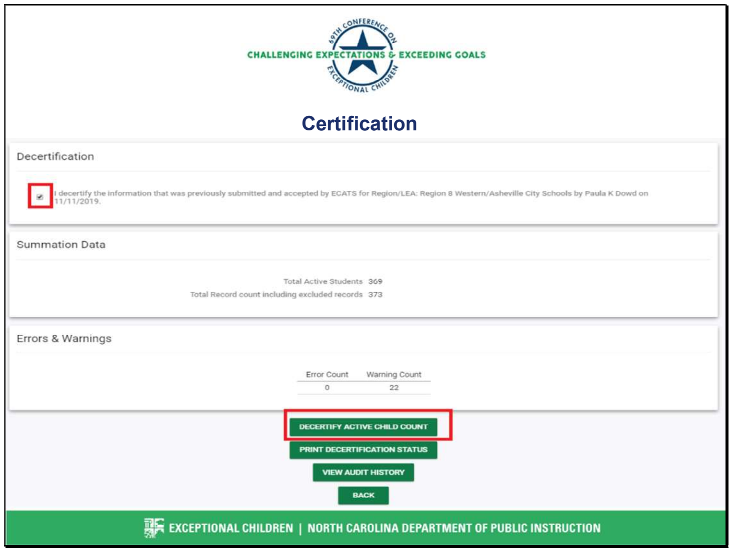
Certification status documents can be printed, but will display the error count if errors exist. These printed certifications are not valid and will not be accepted. Simply printing the certification status does not certify the data.

Slide 52



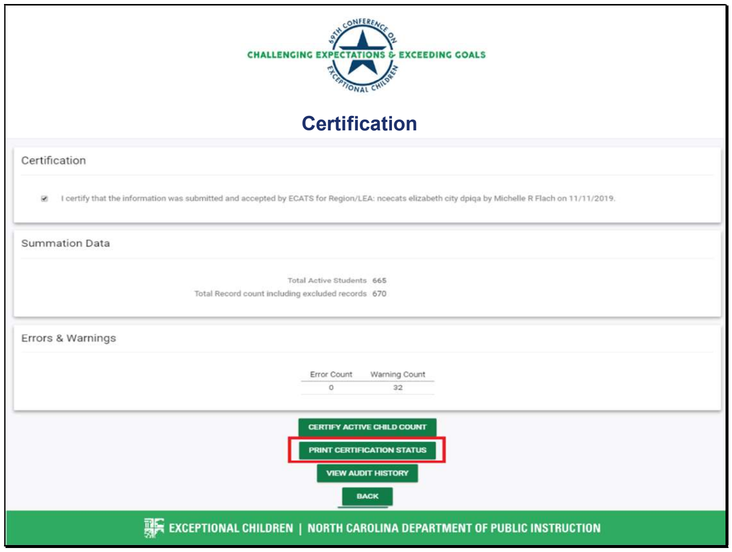
Once you've certified the data set – your data set is locked. Any updates to a student's record made in ECATS will NOT UPDATE a certified data set. While DPI has the reporting window open – you can also decertify the data set if you need to, which will unlock the data set and cause all records to update overnight to their current status in ECATS. You can then recertify again.

Slide 53



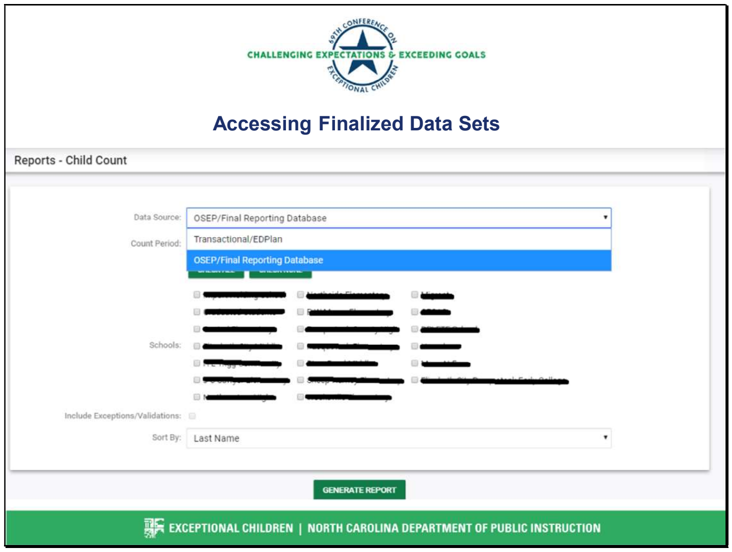
Once you've certified the data set – your data set is locked. Any updates to a student's record made in ECATS will NOT UPDATE a certified data set. While DPI has the reporting window open – you can also decertify the data set if you need to, which will unlock the data set and cause all records to update overnight to their current status in ECATS. You can then recertify again.

Slide 54



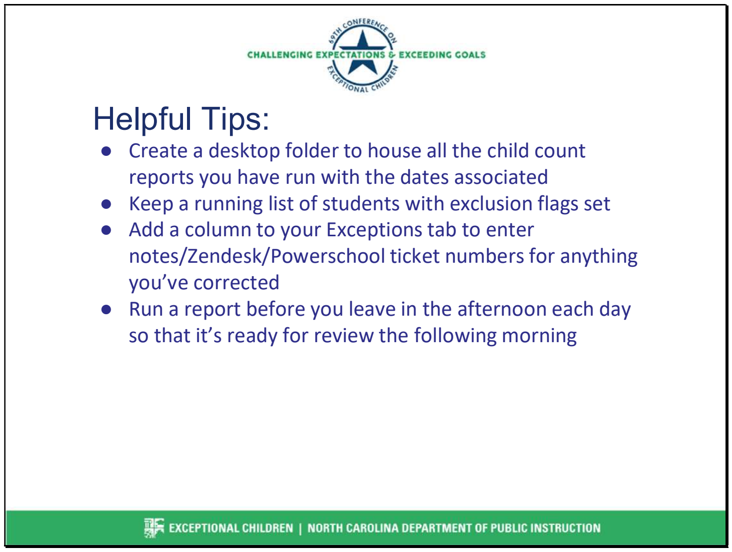
You should print the certification page for your records whenever you certify or decertify a data set. Notice that here you can see the total number of excluded records for your LEA. In this case 5 student records were excluded prior to certification. Once the state closes the reporting window and finalizes the data, your certified data set is locked and submitted.

Slide 55



To access your certified and finalized data set, simply navigate back to the report creation page for the Child Count report, and change the data source to 'OSEP/Final Reporting Database'. This will show you data once it has been finalized at the state level.

Slide 56



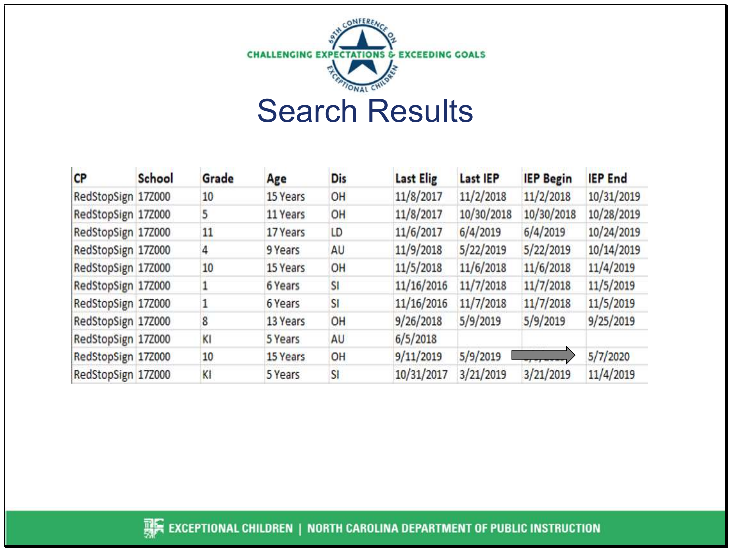
Best Practices Slide:

- Create a desktop folder to house all the child count reports you have run with the dates associated
- Keep a running list of students with exclusion flags set
- Add a column to your Exceptions tab to enter notes/Zendesk/Powerschool ticket numbers for anything you've corrected
- Run a report before you leave in the afternoon each day so that it's ready for review the following morning

Slide 57

Use your compliance widget to make sure that all records are up to date with current eligibility and IEP. From the main menu, look for the My Compliance widget. Change from percentages to view counts. If your counts for the Yellow and Red bars are less than 500 you can click on the bar to bring up a list of students who are soon to be or already out of compliance.

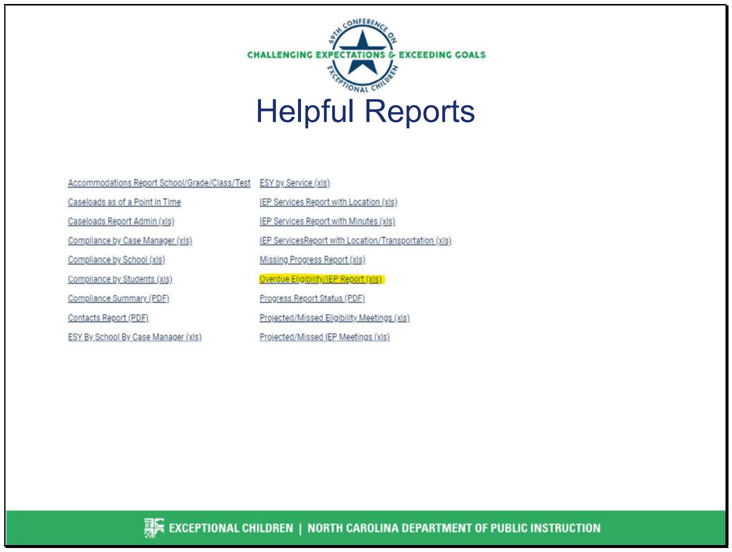
Slide 58



CP	School	Grade	Age	Dis	Last Elig	Last IEP	IEP Begin	IEP End
RedStopSign	17Z000	10	15 Years	OH	11/8/2017	11/2/2018	11/2/2018	10/31/2019
RedStopSign	17Z000	5	11 Years	OH	11/8/2017	10/30/2018	10/30/2018	10/28/2019
RedStopSign	17Z000	11	17 Years	LD	11/6/2017	6/4/2019	6/4/2019	10/24/2019
RedStopSign	17Z000	4	9 Years	AU	11/9/2018	5/22/2019	5/22/2019	10/14/2019
RedStopSign	17Z000	10	15 Years	OH	11/5/2018	11/6/2018	11/6/2018	11/4/2019
RedStopSign	17Z000	1	6 Years	SI	11/16/2016	11/7/2018	11/7/2018	11/5/2019
RedStopSign	17Z000	1	6 Years	SI	11/16/2016	11/7/2018	11/7/2018	11/5/2019
RedStopSign	17Z000	8	13 Years	OH	9/26/2018	5/9/2019	5/9/2019	9/25/2019
RedStopSign	17Z000	KI	5 Years	AU	6/5/2018			
RedStopSign	17Z000	10	15 Years	OH	9/11/2019	5/9/2019	[illegible]	5/7/2020
RedStopSign	17Z000	KI	5 Years	SI	10/31/2017	3/21/2019	3/21/2019	11/4/2019

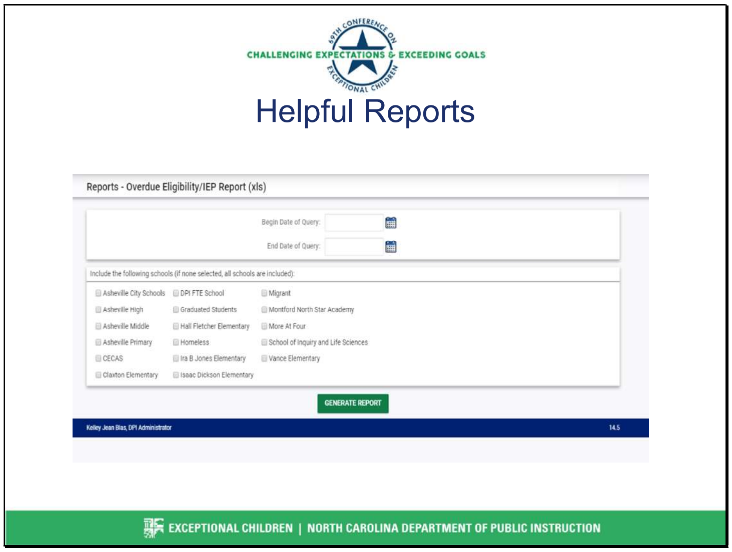
Once you click on the bar, you can export your search results so that you can pull up each record and make notes without having to redo the search each time you view a record. You can see that all but one of the IEP's in this list ended prior to 12/1 - Child Count Period End Date. Notice the student with an arrow on his record. This student is considered out of compliance because he has a new eligibility (9/11/2019) and no new IEP to go with his new eligibility. Please ensure that all steps of the EC process are conducted in order to have fully compliant records.

Slide 59



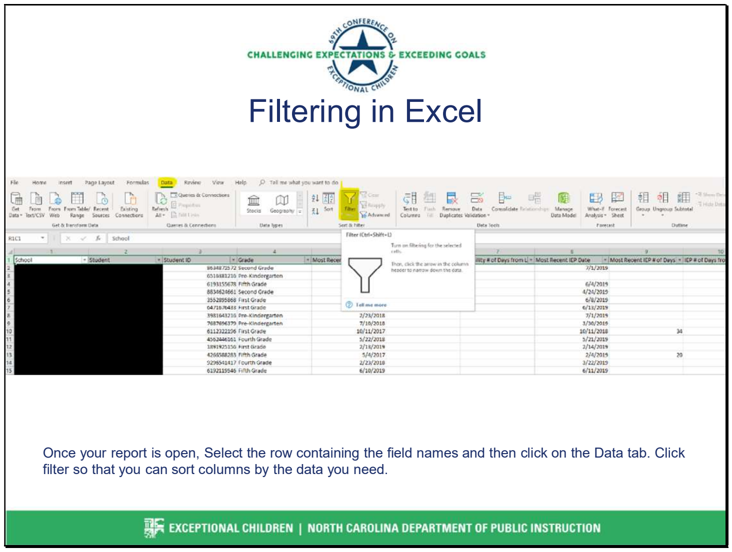
The overdue Eligibility Report can be accessed from Reports/Special Education. This report is great for larger districts with counts over 500.

Slide 60



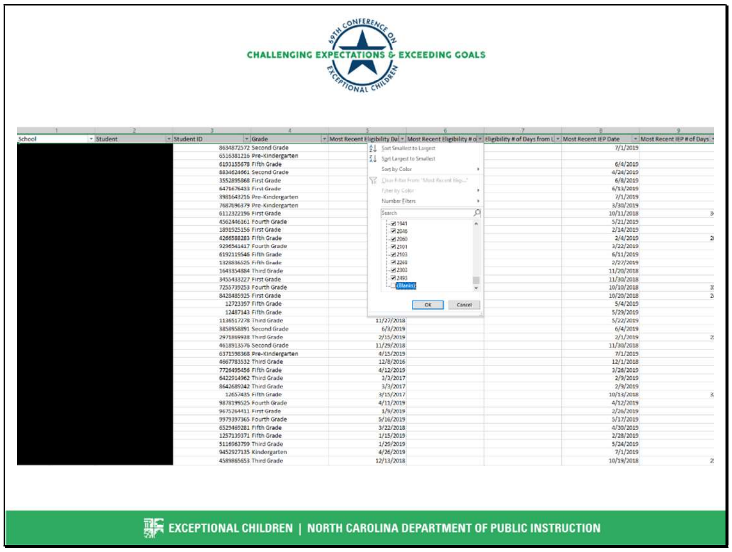
Tip: to get all students, do not enter dates or select schools, simply click generate report.

Slide 61



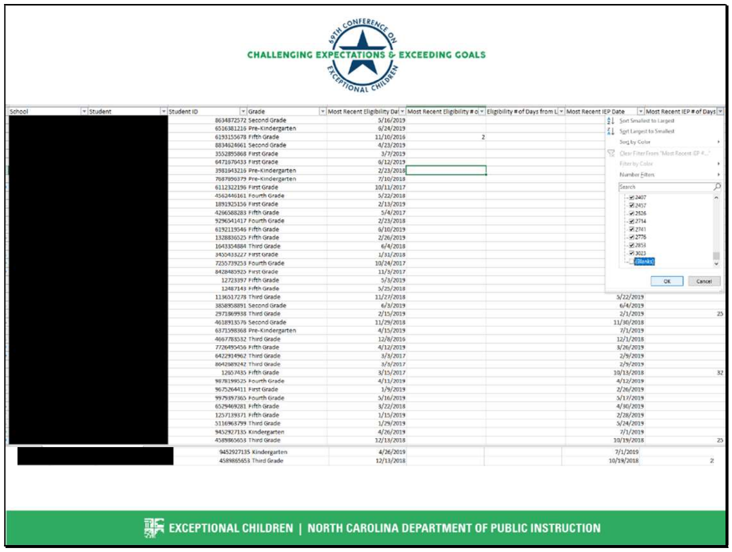
Once your report is open, Select the row containing the field names and then click on the Data tab. Click filter so that you can sort columns by the data you need.

Slide 62



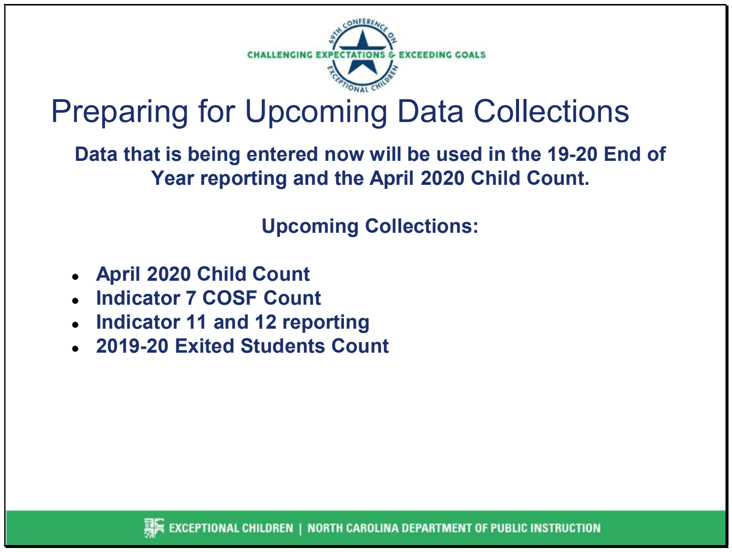
Once you download the report from My Reports; filter first by Most Recent Eligibility # of Days Overdue - Eligibility cannot be overdue for student to be included in the child count.

Slide 63



Once you download the report from My Reports; filter first by Most Recent IEP # of Days Overdue - IEP cannot be overdue for student to be included in the child count. Review any overdue IEP records and determine if you need to enter missing data or hold a meeting.

Slide 64


CHALLENGING EXPECTATIONS & EXCEEDING GOALS
Preparing for Upcoming Data Collections
Data that is being entered now will be used in the 19-20 End of Year reporting and the April 2020 Child Count.
Upcoming Collections:
April 2020 Child Count
Indicator 7 COSF Count
Indicator 11 and 12 reporting
2019-20 Exited Students Count
EXCEPTIONAL CHILDREN | NORTH CAROLINA DEPARTMENT OF PUBLIC INSTRUCTION

Slide 65

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

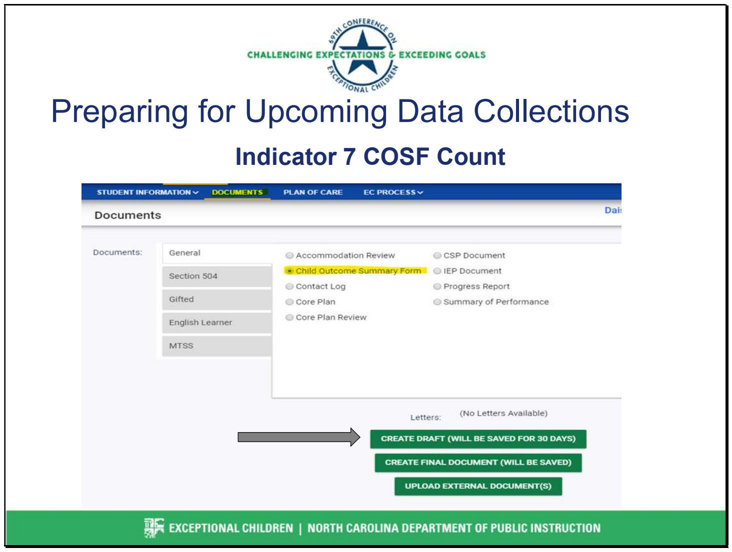
Preparing for Upcoming Data Collections

April 2020 Child Count

Use the methods outlined in previous slides to ensure that students are up to date on Eligibility and current IEPs for the April child count.

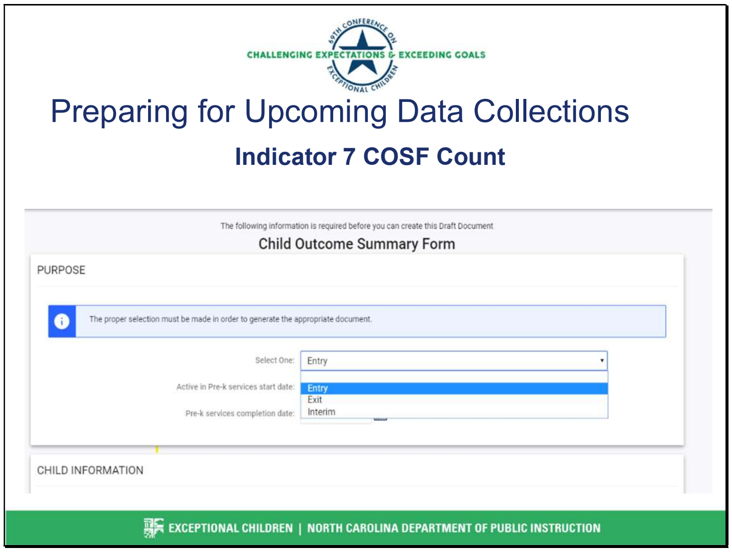
Once child count reports become available, they can be run at any time leading up to the count to ensure accurate data and allow time for error corrections.

Slide 66



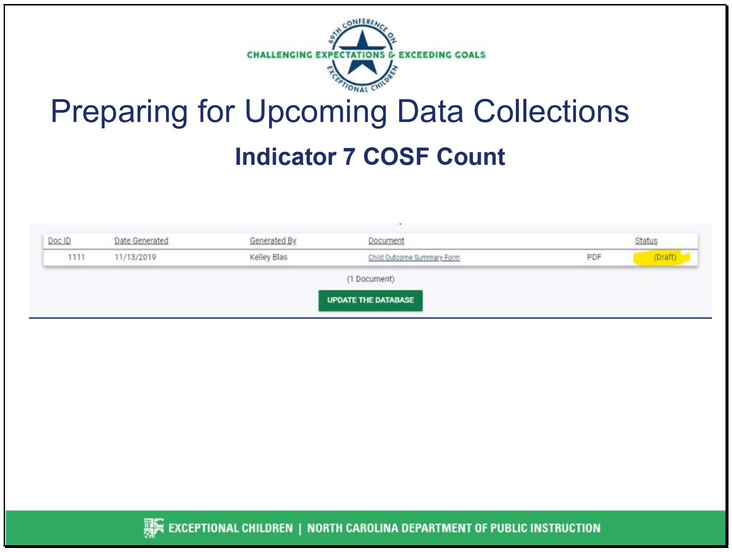
From the Documents tab, access the Child Outcomes Summary Form.
Click Create Draft

Slide 67



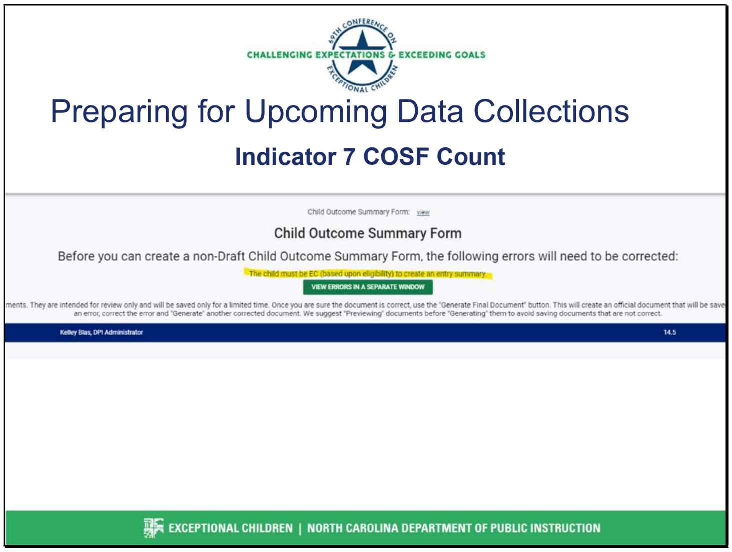
This form will allow you to create an Entry, Exit or Interim COSF.
The student must have an Entry COSF in the system in order to create an Exit or Interim and for an Exit, the students Active in Pre-K Services date must be at least 6 months from the Pre-k Services Completion date.
The student must be active in EC services to create any kind of COSF.

Slide 68



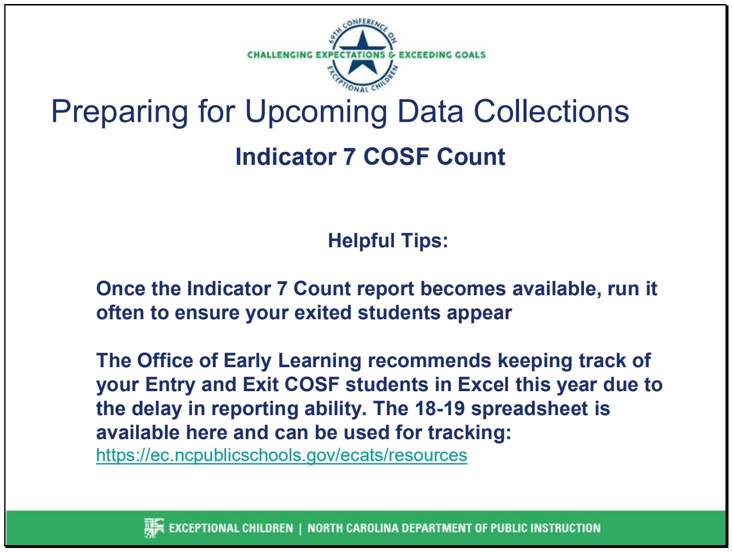
To ensure that your COSF form was finalized click back on the Documents and ensure the status says Final. If it is still in Draft, repeat the steps to create the COSF and click Create Draft to view the errors. Repeating these steps will NOT result in a new draft, it will bring back the previously created COSF form.

Slide 69



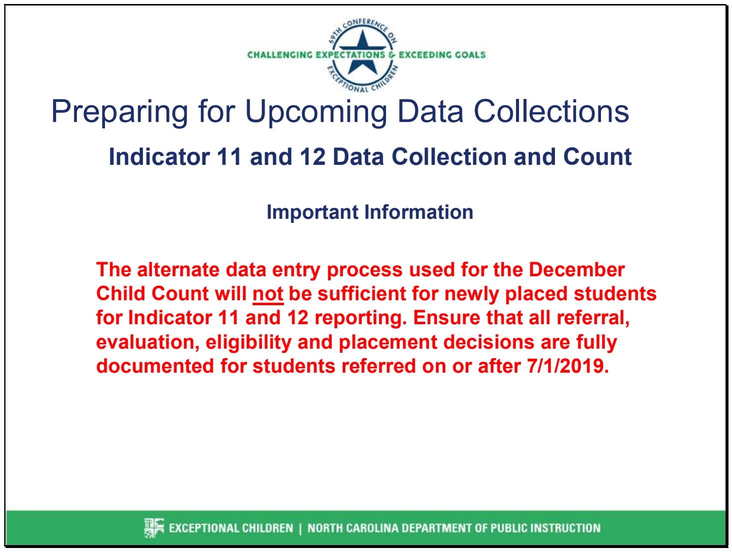
Look at the errors listed below the header Child Outcome Summary Form or click the green button to view errors in a separate window.

Slide 70



Reports will be available under Reports/General

Slide 71



Indicator 11 is the federal report collection of students referred and determination of placement within 90 days of the referral.
Indicator 12 is the federal collection of students referred from Part C and placed by their 3rd birthday.

During the Data Manager and Administrator's Institute at the November conference, the following information was shared:

The alternate data entry process used for the December Child Count will not be sufficient for newly placed students for Indicator 11 and 12 reporting. Ensure that all referral, evaluation, eligibility and placement decisions are fully documented for students referred on or after 7/1/2019.

To alleviate concerns about the specifics of what is required by this message, please note the following:

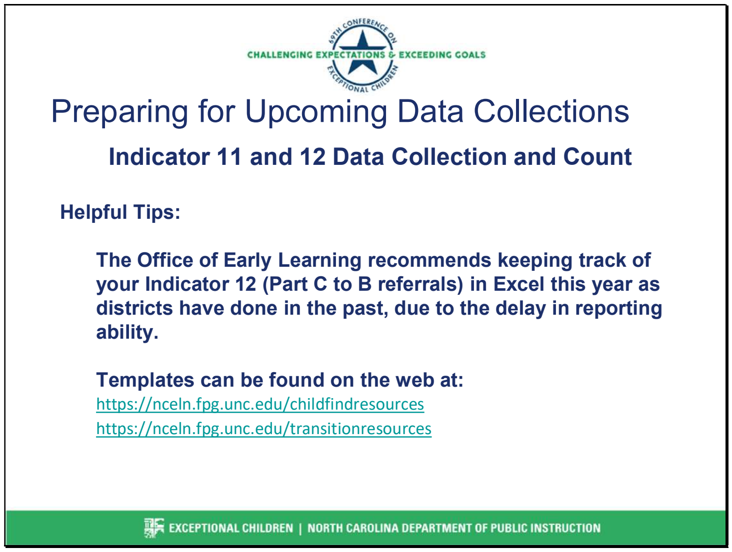
- The data elements that make the alternate data entry for December Child Count insufficient are the initial referral date (Indicator 11) and consent for placement date (Indicator 12). These missing data elements are limited to any referral or placement made during July 1-July 17 (17 days) of the dark period (June 16-July 17).
  - *All EC processes after this time (dark period) should have been initiated in ECATS.*
- At this time, it is estimated that 900 records statewide will be impacted for Indicator 11 and 250 for Indicator 12 during the 17 days.
- Indicator 11 and Indicator 12 reporting for FY 2019 has been completed.

o *The missing data for referrals and consent for placement only impacts FY 2020 (July 1, 2019 – July 17, 2019); therefore, LEAs will have until October 2020 to complete data entry activities, if any, for the 17 days.*

At this time, LEAs should not take any action.

• The EC Division and PCG are currently reviewing the process for handling the missing data elements and will communicate clarification early in the new year.

Slide 72



Indicator 11 is the federal report collection of students referred and determination of placement within 90 days of the referral

Indicator 12 is the federal collection of students referred from Part C and placed by their 3rd birthday

Slide 73

CHALLENGING EXPECTATIONS & EXCEEDING GOALS

Preparing for Upcoming Data Collections

Indicator 11 and 12 Data Collection and Count

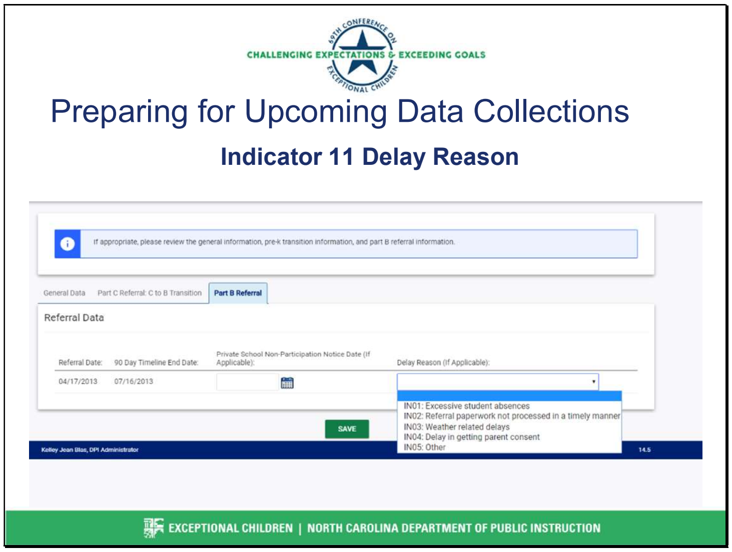
Helpful Tips:

Once Indicator reports become available, they can be run at any time leading up to the count to ensure accurate data and allow time for error corrections.

Use your compliance widgets! The yellow and red bars are an indication that you are coming close to the end of your 90 day timeline or that you have exceeded it.

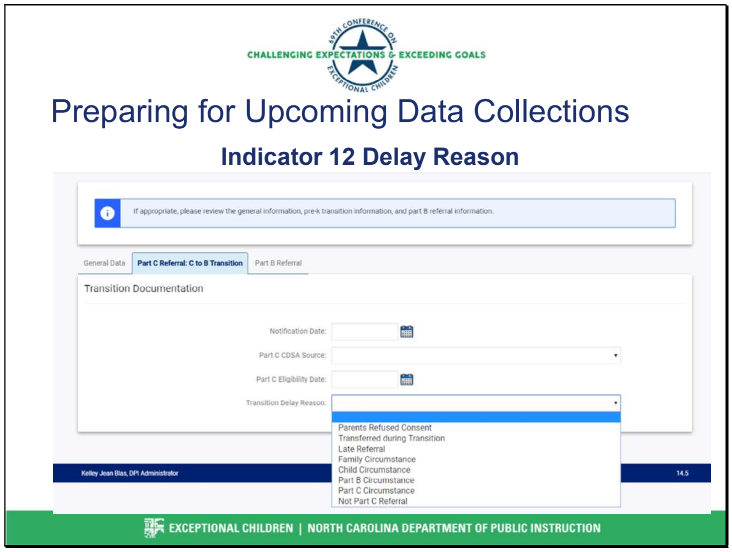
Ask your school personnel to run compliance reports often to ensure adherence to the federal timelines.

Slide 74



Under EC Process - Click Data Collection
Click Part B Referral to enter the Indicator 11 Delay Reason for a student who has exceeded the 90 Day Timeline or to enter a Private School Non- Participation Notice date for students who are eligible but parents refuse consent to allow student to attend a private school.

Slide 75

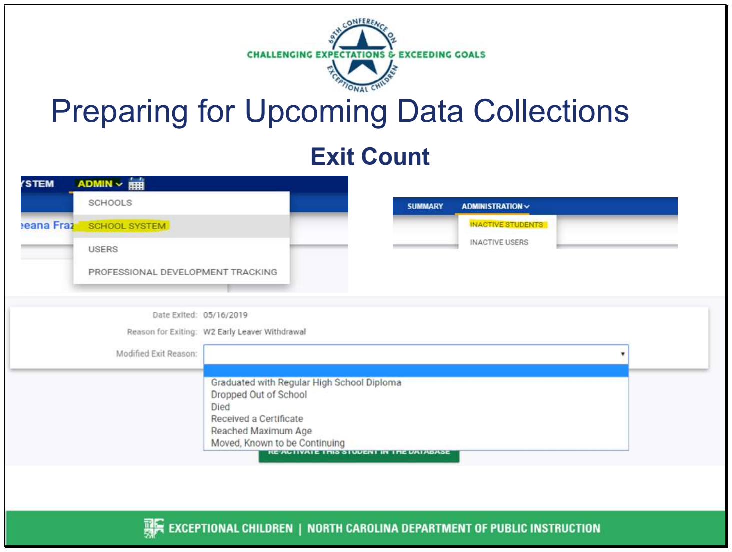


Under EC Process - Click Data Collection
Click Part C Referral: C to B Transition to enter:

Part C to B Notification Date
Part C Source
Part C Eligibility Date
Indicator 12 Delay Reason for a student who has exceeded their 3rd Birthday

For Indicator 12 Purposes the only required field is the Delay Reason for students who have exceeded the 3rd birthday

Slide 76



Students who exit your LEA or exit EC services will need to have a Modified Exit Reason applied to their record. To access this field, Click on Admin, Select School System. Then from the Administration drop list, select Inactive Students and search for the record. Click on the record and enter the exit reason that corresponds with the reason for leaving. Then click Update The Database.

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CHALLENGING EXPECTATIONS & EXCEEDING GOALS

69TH CONFERENCE ON EXCEPTIONAL CHILDREN

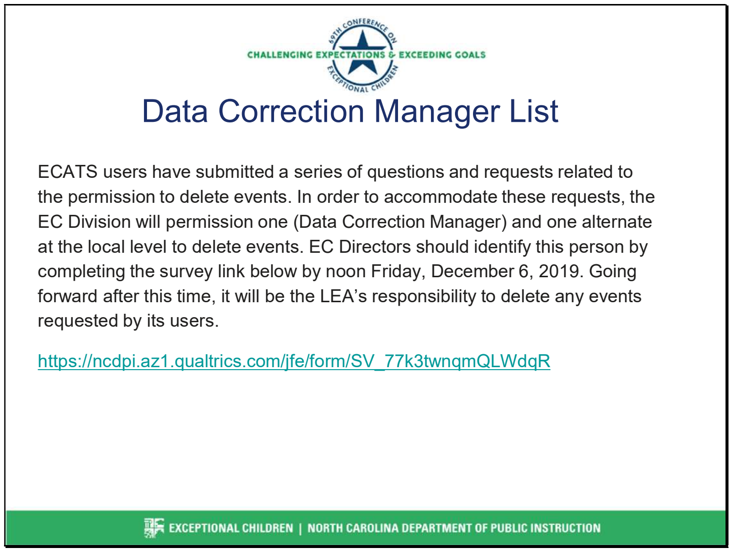
Exit Count

Helpful Tips:

Keep track of your EC exits and enter the modified exit reason as soon as possible so that you do not have to update many records prior to the end of the year.

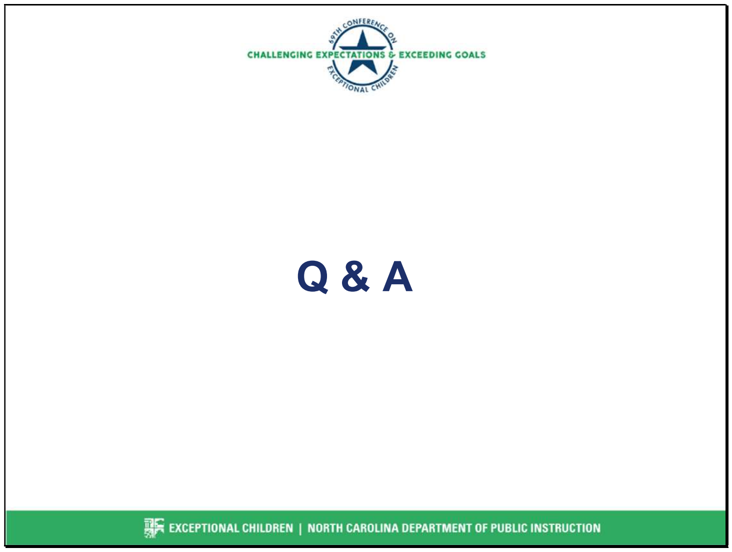
Once child count reports become available, they can be run at any time leading up to the count to ensure accurate data and allow time for error corrections.

Slide 78



Please see Kelley after the session to review your LEA's current data correction manager.

Slide 79



Questions will be answered during the 1 pm session.